

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective immediately. This decision comes after an extended period of unpaid leave, during which I have realized the importance of pursuing new opportunities that align more closely with my personal and professional goals.

I appreciate the support and opportunities I've received during my time at the company. It has been a valuable experience, and I am grateful for the relationships I have built here.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]