

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 am writing to formally resign from my position at [Company's Name], effective immediately. Due to my prolonged absence from work, I believe it is in the best interest of both myself and the company to take this step.

I want to express my gratitude for the opportunities I have had while working at [Company's Name]. I appreciate the support from my colleagues and the experiences gained during my time here.

Please let me know how I can assist in the transition during this time. I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

Your Name