

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 am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. I have completed my probationary period and have made the decision to pursue other opportunities that align more closely with my career goals.

Thank you for the support and opportunities during my time at [Company's Name]. I appreciate the experience and knowledge gained while working with the team.

Wishing you and the company continued success.

Sincerely,
[Your Name]