

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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, typically two weeks from the date above]. After careful consideration following my probation assessment, I have decided that it is in my best interest to pursue other opportunities.

I appreciate the opportunity to be part of [Company's Name] and the support provided during my time here. I wish you and the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]