

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]

Subject: Resignation Letter

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].

Having successfully completed my probationary period, I have greatly appreciated the opportunities I have had to learn and grow during my time with the company. However, after careful consideration, I have decided to pursue a different path that aligns more closely with my career goals.

I would like to express my gratitude for the support and guidance provided to me during my time at [Company's Name]. I have enjoyed working with the team and will cherish the experiences I have gained here.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you once again for the opportunity.

Sincerely,

[Your Name]