

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, typically two weeks from the date above].

After completing my probationary period, I have greatly appreciated the opportunity to work with such a talented team and to learn from the experiences provided during my time here. The support and guidance I received during my probation review have been invaluable.

Although I have decided to pursue a different path, I will always be grateful for the experiences gained and relationships formed during my time at [Company's Name]. I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities.

Thank you once again for the support and opportunities. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]