

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after completing my probation period successfully.

Working at [Company Name] has been a valuable experience, and I appreciate the opportunities for professional growth and development I have received during my time here. I am grateful for the support from my colleagues and management.

I will ensure a smooth transition and will complete all pending tasks before my departure. Please let me know how I can assist during this transition.

Thank you for everything, and I hope to stay in touch in the future.

Sincerely,

[Your Name]