

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], following the successful completion of my probation period.

I appreciate the opportunity to work with the team and gain valuable experience during my time here. However, after careful consideration, I have decided to pursue a different path that aligns more closely with my career goals.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

Your Name