

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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], as I have successfully completed the probation period.

I have enjoyed my time working with the team and appreciate the opportunities for personal and professional growth. Thank you for your guidance and support during my probation.

I wish [Company's Name] continued success in the future. Please let me know how I can help during the transition.

Thank you again for everything.

Sincerely,

[Your Name]