

Resignation Letter

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

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 careful consideration following my probation evaluation, I have decided to pursue other opportunities that align more closely with my career goals.

I am grateful for the experience and support I have received during my time here. I appreciate the opportunity to work with such a talented team and the valuable skills I have gained.

I will ensure a smooth transition and am happy to assist in handing over my responsibilities before my departure.

Thank you once again for the opportunity. I look forward to staying in touch.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]