

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]. I appreciate the opportunity I have had to work with the team and contribute to the projects during my probation period.

After careful consideration, I have decided to pursue a different path that aligns more closely with my career goals.

Thank you for your support and guidance during my time here. I wish you and the company continued success.

Sincerely,

[Your Name]