

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration upon returning from my recent unpaid leave.

I appreciate the opportunities for professional and personal development that you and the company have provided me during my time here. It has been a pleasure working in such a supportive environment.

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

Thank you once again for the opportunity to be a part of [Company's Name]. I look forward to staying in touch and wish the company continued success.

Sincerely,

[Your Name]