

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 am writing to formally resign from my position at [Company's Name], effective immediately. After my extended unpaid leave, I have taken the time to reflect on my career and personal aspirations, and I have decided that it is best for me to pursue other opportunities.

I appreciate the support and understanding I've received during my time away from the company and want to thank you for the opportunities I have had while being a part of the team.

Please let me know how I can assist during this transition period. I hope to leave my responsibilities in good order.

Thank you once again for everything.

Sincerely,

[Your Name]