

[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 immediately. After a lengthy unpaid absence, I have reassessed my personal circumstances and have decided that it is best for me to step down from my role.

I want to thank you and the team for the opportunities and experiences I've had during my time here. I appreciate your understanding during this transition.

If needed, I am happy to assist in the process of handing over my responsibilities.

Thank you again for your support.

Sincerely,

[Your Name]