

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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]. This decision comes after taking an unpaid leave for personal reasons, and after careful consideration, I believe it is in my best interest to move on.

I appreciate the opportunities I have had during my time at [Company's Name], and I am grateful for the support and guidance I received from you and my colleagues. I will do my utmost to ensure a smooth transition during my remaining time.

Thank you for understanding my situation, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]