

# Resignation Letter Template

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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. This decision comes after my recent unauthorized unpaid leave, which I recognize was not in accordance with company policies.

I apologize for any inconvenience my absence may have caused and appreciate the opportunities I have been given during my time at the company. I am grateful for the support from my colleagues and the experiences I have gained.

Thank you for your understanding.

Sincerely,

[Your Name]