

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 immediately. Due to my recent unpaid leave and uncertainty regarding my return, I believe this is the best decision for both myself and the company.

I appreciate the opportunities I have had during my time at [Company's Name] and wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]