

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. This decision has not come easily, but I feel it is necessary due to ongoing unresolved issues regarding my unpaid leave.

Despite my efforts to address this situation with the appropriate channels, there has been no satisfactory resolution. The lack of communication and clarity regarding my leave has caused me significant stress, ultimately impacting my ability to perform my duties effectively.

I appreciate the opportunities I have had at [Company Name] and wish my colleagues the best moving forward. Please let me know how I can assist in the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]