

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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, following my recent unpaid leave of absence. This decision was not easy, but after careful consideration, I believe it is the best course of action for my personal and professional growth.

I appreciate the opportunities I have had during my time at [Company Name] and the support of my colleagues. I wish the team continued success and hope to keep in touch moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]