

Resignation Letter

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]

Subject: Resignation During Probation Period

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. Although my time at the company has been brief, I have gained valuable insights and experience.

After careful consideration, I have decided to pursue a career advancement opportunity that aligns more closely with my career goals. This decision was not easy, but I believe it is the best step for my professional growth.

I would like to express my gratitude for the support and opportunities afforded to me during my time here. I am committed to ensuring a smooth transition during my remaining time, and I will do everything possible to hand over my responsibilities effectively.

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

Sincerely,

[Your Name]