

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]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately, as I am currently in my probation period.

After careful consideration, I have decided to pursue further educational opportunities that I believe will benefit my professional development and future career.

I appreciate the opportunity to join your team and thank you for your understanding regarding my decision.

Best regards,

[Your Name]