

Your Name
Your Address
City, State, Zip Code
Email: your.email@example.com
Phone: (123) 456-7890
Date: [Current 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. This decision comes due to personal reasons that require my immediate attention.

I appreciate the opportunity to be part of the team during my probation period and I am grateful for the support and guidance I received.

Thank you for your understanding.

Sincerely,
[Your Name]