

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 [Last Working Day, typically two weeks from the date above]. I have decided to relocate for personal reasons, which has led me to make this difficult decision during my probation period.

I want to express my gratitude for the opportunity to work with such an incredible team during my short time here. I have learned a lot and appreciate your support and guidance.

I will do my best to ensure a smooth transition and will be happy to assist in training my replacement if needed.

Thank you for your understanding.

Sincerely,

[Your Name]