

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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. Unfortunately, due to unforeseen circumstances, I am unable to continue my employment during my probation period.

I appreciate the opportunity to work with you and the team, and I regret any inconvenience my resignation may cause. I hope to stay in touch and wish everyone at [Company's Name] the best for the future.

Thank you for your understanding.

Sincerely,

[Your Name]