

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. I have taken an indefinite leave of absence due to personal reasons, and after careful consideration, I have decided it is in my best interest to step away from my role permanently.

I appreciate the opportunities I have had at [Company's Name] and have enjoyed working alongside my colleagues. I am grateful for the support I have received during my time here.

Please let me know how I can assist during this transition. I am willing to help ensure a smooth handover of my responsibilities.

Thank you once again for everything. I wish the company continued success in the future.

Sincerely,

[Your Name]