

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].

After taking a protracted personal leave, I've had time to reflect on my career path and personal goals, and I've decided it's time for me to move on.

I appreciate the opportunities I have had during my time at [Company's Name] and the support I've received, particularly during my leave. I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]