

# 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]

## **Subject: Resignation during Probation Period**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. This decision comes during my probation period, and I have taken the time to evaluate my experiences and career goals.

I appreciate the opportunity to have been a part of [Company's Name] and thank you for your guidance and support during my time here. However, I believe it is in my best interest to pursue a different path at this time.

Thank you for your understanding.

Sincerely,

[Your Name]