

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. Although I am still within my probation period, I have come to realize that this position does not align with my career expectations and personal goals.

I appreciate the opportunity to work with the team and learn about the company. However, I believe it is in my best interest to pursue other avenues that better suit my skills and aspirations.

Thank you for your understanding. I wish you and the company continued success.

Sincerely,

[Your Name]