

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date]. I have greatly appreciated the opportunity to work here during my probationary period; however, I have decided to pursue a different opportunity that aligns more closely with my career goals.

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

Sincerely,

[Your Name]