

[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. As I am currently in my probation period, I believe it is best for me to transition out of my role to pursue a different career path that aligns more closely with my long-term goals.

I appreciate the opportunity to work with you and the team, and I have gained valuable experience during my time here. I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]