

# 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 immediately. I have greatly appreciated the opportunity to work here during my probation period; however, due to personal reasons, I have decided to step away from my role.

I apologize for any inconvenience my resignation may cause and hope to maintain a positive relationship with the company in the future.

Thank you for your understanding.

Sincerely,

[Your Name]