

# 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. Unfortunately, due to unforeseen family commitments, I am unable to continue my employment during my probation period.

I sincerely appreciate the opportunity I have had to work with the team and learn from my experience. I regret any inconvenience my departure may cause and hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]