

# 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. During my probation period, I have come to realize that I wish to pursue further education to advance my career and personal growth.

This decision was not made lightly, and I am grateful for the opportunity to have been a part of the team. I appreciate the support and guidance I received from you and my colleagues.

Thank you for understanding my decision. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]