

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, e.g., two weeks from today]. This decision comes during my probation period, as I have decided to relocate to [New Location].

Thank you for the opportunity to be a part of [Company Name]. I have learned a great deal during my time here and truly appreciate your support.

I wish you and the team all the best for the future. Please let me know how I can assist during the transition period.

Sincerely,

[Your Name]