

[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. After my recent non-paid leave period, I have decided that it is time for me to pursue new opportunities.

I appreciate the time I spent with the company and the support I received during my tenure. Thank you for your understanding.

Sincerely,

[Your Name]