

[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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective immediately. While I have taken an extended unpaid leave of absence recently, I have made the decision to step away from my role entirely.

I want to express my gratitude for the opportunities and experiences I have had during my time at [Company's Name]. I appreciate the support from both you and my colleagues throughout my tenure.

Thank you for your understanding, and I wish the company continued success in the future.

Sincerely,

[Your Name]