

# Resignation Letter

[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 [Last Working Day]. I have greatly appreciated the opportunity to work with you and the team.

As you are aware, I recently utilized unpaid leave due to [brief reason for leave]. After careful consideration, I have decided to resign from my position, as it is in my best interest to pursue other opportunities.

I am committed to ensuring a smooth transition and will do everything I can to complete my tasks and assist in the handover process during my remaining time.

Thank you once again for your understanding and support. I wish the company continued success in the future.

Sincerely,

[Your Name]