

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, typically two weeks from the date above]. This decision comes after careful consideration during my recent voluntary unpaid leave.

I appreciate the opportunities for personal and professional development that I have experienced during my time with the company. I have enjoyed working with you and the team and am grateful for the support and guidance I have received.

Please let me know how I can assist during the transition. I hope to maintain a positive relationship in the future and wish [Company's Name] continued success.

Thank you for your understanding.

Sincerely,

[Your Name]