

# 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 and is largely due to the unpaid leave I have taken recently.

I appreciate the opportunities I have been given during my time at [Company's Name] and regret any inconvenience my decision may cause. I am grateful for the support I have received and the skills I have developed. I will ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]