

Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of this letter].

Due to the extended unpaid leave I have taken, I believe that it is in the best interest of both myself and the company to step down from my role. This decision has not come easily, but I feel it is necessary given my current circumstances.

I appreciate the opportunities for personal and professional growth that I have been given during my time at [Company Name]. I am grateful for the support from my colleagues and the management team.

I wish [Company Name] continued success in the future. Please let me know how I can assist during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]