

[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 immediately. After careful consideration, I have decided to step down following my recent unpaid leave of absence.

I appreciate the opportunities I have been given during my time here and the support of my colleagues. I regret any inconvenience my resignation may cause, and I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]