

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]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision comes after my recent period of unpaid leave, during which I have taken the time to evaluate my career and personal goals.

I want to express my gratitude for the opportunities and support I have received during my time at [Company's Name]. I have enjoyed working with the team and have learned a great deal.

Please let me know how I can assist during the transition process. I will do my utmost to ensure a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]