

[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, typically two weeks from the date above]. This decision comes subsequent to my recent unpaid leave, during which I have had time to reconsider my career path and personal commitments.

I appreciate the opportunities for professional and personal development that you and the company have provided me during my time here. I am grateful for the support and guidance I've received from my colleagues and management.

Thank you for everything. I look forward to staying in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]