

[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 hope this message finds you well. I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

Having completed my probation period, I have taken the time to reflect on my experience and have decided to pursue a different opportunity that aligns more closely with my career goals.

I want to thank you and the team for the support and guidance during my time here. I appreciate the opportunities and experiences I have gained. Please let me know how I can assist during the transition process.

Thank you once again.

Sincerely,  
[Your Name]