

[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 give notice of my resignation from my position at [Company's Name], effective [last working day, typically two weeks from the date above].

I have appreciated the opportunity to work here and have gained valuable experience during my probation period. However, after careful consideration, I have decided to pursue a different direction.

Thank you for your understanding and support. I am committed to ensuring a smooth transition and will do my best to complete any pending tasks and assist in the handover process.

Sincerely,
[Your Name]