

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to step down due to my dissatisfaction with my current role. I believe it is in my best interest to pursue opportunities that align more closely with my career goals and personal values.

Thank you for the opportunities I've had during my time at [Company's Name]. I appreciate the support from you and my colleagues, and I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]