

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date].

While I have appreciated the opportunities presented to me during my time here, I feel that my expectations regarding my role and growth within the company have not been met. Despite my efforts to align with the company's goals and seek further development, I believe it is in my best interest to pursue other opportunities that better meet my professional aspirations.

Thank you for the guidance and support during my tenure at [Company Name]. I wish you and the team continued success.

Sincerely,

[Your Name]