

Resignation Letter

[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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After much reflection, I have come to the realization that my skills and career aspirations do not align with the responsibilities and culture of my current role. I believe it is in the best interest of both myself and the company to step down.

I appreciate the opportunity to be a part of [Company's Name] and thank you for the guidance and support during my time here. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]