

# 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].

After careful consideration, I have decided to leave due to ongoing issues related to my current role that have affected my ability to perform my responsibilities effectively. I believe it is in my best interest to seek opportunities that align better with my career goals and work expectations.

I appreciate the opportunities for personal and professional growth that you have provided me during my time at [Company's Name]. I am grateful for the support of my colleagues and the experiences I have gained.

I will ensure a smooth transition in my remaining time and will do everything possible to hand off my duties seamlessly.

Thank you for your understanding.

Sincerely,

[Your Name]