

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].

This decision has not come easily, but after careful consideration, I have determined that my current role does not align with my career goals and personal satisfaction. I believe it is in the best interest of my professional growth to pursue other opportunities that are more in line with my expectations and aspirations.