

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].

This decision has not come easily, but I feel compelled to address the concerns that have led to my resignation. Unfortunately, I have experienced ongoing challenges regarding unfulfilled responsibilities that have significantly impacted my ability to perform my job to the best of my ability.

I value the time I have spent at [Company's Name] and the relationships I have built here. However, the lack of support in fulfilling my role has ultimately led me to this decision. I hope that in the future, the company can work towards better aligning expectations and support.

Thank you for the opportunities provided to me during my time at [Company's Name]. I wish you and the team all the best in the future.

Sincerely,
[Your Name]