

# 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]

## **Subject: Resignation from [Your Position]**

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Position] at [Company's Name], effective [Last Working Day].

After careful consideration, I have decided to step down due to ongoing dissatisfaction with my work environment and the lack of support that I have experienced. While I appreciate the opportunities I have had at [Company's Name], the current circumstances have impacted my ability to contribute effectively and grow in my career.

I am committed to making the transition as smooth as possible and will do everything I can to hand over my responsibilities effectively. I am happy to assist in training my replacement and ensuring that all my tasks are up-to-date before my departure.

Thank you for the opportunity to be a part of [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]