

[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 Letter

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].

While I have enjoyed my time at [Company's Name], I feel compelled to address the unmet job responsibilities that have impacted my ability to contribute effectively. I believe that circumstances have not aligned with my experience and expectations, leading to challenges in my role.

Thank you for the opportunities I have had during my time with the company. I hope to see improvements in the future and wish the team all the best moving forward.

Sincerely,

[Your Name]