

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from date above].

After careful consideration, I have decided to leave my role due to inadequate fulfillment of my responsibilities and expectations within the position. I believe that my skills and expertise would be better utilized in an environment where my role aligns more closely with my professional goals.

I appreciate the opportunities I have had during my time at [Company Name] and I wish you and the team all the best for the future.

Thank you for your understanding.

Sincerely,

[Your Name]