

# 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].

While I appreciate the opportunities I have had during my time here, I have come to realize that my expectations regarding the role and its growth potential have not been met. I believe it is in my best interest to seek new challenges that align more closely with my career goals and aspirations.

I want to thank you and the team for the support and experiences I have received, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]