

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 received during my time here, I have found the job duties to be disappointing and not aligned with my career goals. As a result, I believe it is in my best interest to pursue other opportunities that better fit my expectations and aspirations.

I am committed to ensuring a smooth transition and will do my best to wrap up my current responsibilities before my departure. I hope to maintain a positive relationship moving forward.

Thank you for the support during my tenure at [Company's Name].

Sincerely,

[Your Name]