

# 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].

After careful consideration, I have made this decision due to my growing dissatisfaction with my role and the overall work environment. Despite my efforts to address my concerns, I find that my expectations and aspirations are not aligned with the opportunities available here.

I appreciate the experiences I have gained during my time at [Company's Name], but I believe it is in my best interest to pursue a position that better matches my career goals and values.

Thank you for the support I have received during my tenure. I hope to leave on good terms and wish the company success in the future.

Sincerely,

[Your Name]