

[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].

This decision comes after careful consideration of my current role and the overall direction of my career. Unfortunately, I have found that my experiences and expectations within this role have not aligned with my professional aspirations or goals, leading to my decision to pursue other opportunities.

I appreciate the opportunity I have had to work with the team at [Company's Name], and I hope to maintain positive relationships in the future.

Thank you for your understanding.

Sincerely,

[Your Name]