

Your Name

Your Address

City, State, Zip Code

Email Address

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].

After careful consideration, I have decided to leave due to insufficient engagement with my role and responsibilities. Despite my efforts to find satisfaction in my current position, I have come to realize that it is no longer a fit for me.

I appreciate the opportunities I've had during my time at [Company's Name] and the support from the team. I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]