

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].

After careful consideration, I have decided to step down due to the unproductive nature of my current job tasks, which do not align with my professional goals and aspirations. I believe it is in my best interest to pursue opportunities that allow for greater productivity and fulfillment.

Thank you for the opportunities for personal and professional development that you have provided during my time at [Company's Name]. I hope to leave on good terms and wish the team continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]