

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 decided to step down due to my disappointment with the responsibilities and expectations of my role. I feel that my skills and aspirations are not being utilized to their full potential, and I believe it is in my best interest to pursue opportunities that align better with my professional goals.

I appreciate the opportunities I have received during my time here and wish the team continued success in its future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]