

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. 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 reflecting on the constructive criticism I received regarding my performance, I have come to realize that it is time for me to pursue new opportunities where I can grow and improve. I appreciate the feedback I received, and I truly value the experiences I gained while working at [Company's Name].

Thank you for the support and guidance you have provided me during my time here. I wish you and the company continued success in the future.

Sincerely,

[Your Name]