

# 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 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 my recent evaluation scores, I have decided that it is in my best interest to pursue other opportunities where I can contribute more effectively and continue my professional growth.

I appreciate the opportunities I've had during my time at [Company's Name] and the support from the team. I remain grateful for the experiences I've gained.

Thank you for your understanding.

Sincerely,

[Your Name]