

Resignation Letter

Date: [Your 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 leave the company due to the recent appraisal that I found unsatisfactory and did not align with my professional expectations and career goals.

I appreciate the opportunities I have had to grow and learn during my time here, and I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]