

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily; however, I feel that my contributions have not been recognized, and this has ultimately affected my motivation and job satisfaction. I believe recognition is vital for personal and professional growth, and unfortunately, I feel that this has been consistently lacking in my time here.

I am grateful for the opportunities I've had during my tenure and wish the team and the company continued success. I hope to stay in touch, and I would appreciate any guidance you can provide regarding my transition.

Thank you for your understanding.

Sincerely,  
[Your Name]