

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 the recent job assessment and its implications, I have decided that it is in my best interest to seek new opportunities that align more closely with my career aspirations and values.

I appreciate the opportunities for professional development and the support I received during my time at the company. I hope to leave on good terms and wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]