

[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]

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 feedback I received, I have come to the conclusion that this role may not be the right fit for me. While I appreciate the opportunities I've had to grow and learn during my time here, the feedback has led me to rethink my career path.

Thank you for the support and guidance you have provided me. I wish the team and the company continued success in the future.

Sincerely,
[Your Name]