

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

My decision comes after receiving my recent performance evaluation, which did not align with my expectations and aspirations for professional growth within the company. While I appreciate the feedback provided, I believe it is in my best interest to pursue new opportunities where my contributions and potential can be fully recognized.

I want to express my gratitude for the experiences and opportunities I have had during my time at [Company Name]. I have learned much, and I value the relationships I have built here.

During my remaining time, I will do everything possible to ensure a smooth transition and handover of my responsibilities.

Thank you once again for the opportunity to be a part of [Company Name]. I wish you and the team continued success in the future.

Sincerely,

[Your Name]