

[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].

This decision comes after careful consideration of my performance and my fit within the organization. I believe it is in the best interest of both myself and the company that I step down to allow for a new opportunity that aligns better with my skills and career aspirations.

I am thankful for the experiences and opportunities I've had during my time at [Company's Name], and I appreciate the support from my colleagues and management.

Please let me know how I can assist during the transition period. I hope to ensure a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]