

[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 careful consideration, I have come to this decision due to the persistent lack of sufficient workplace resources that have hindered my ability to perform my job effectively. Despite my efforts to address these issues, I feel unable to continue without the necessary tools and support.

I appreciate the opportunities I have had at [Company's Name] and the support from my colleagues. I hope to leave on amicable terms and wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]