

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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 has not come easily, however, I have found the employment conditions to be unsatisfactory.

Despite my efforts to address these issues, I feel that they have not improved to a level that allows for a productive and fulfilling work environment. I believe it is in my best interest to seek opportunities that better align with my expectations and professional growth.

I appreciate the experiences I have gained during my time at [Company's Name] and hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]