

Resignation Letter

[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]

Subject: Resignation - [Your Name]

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].

While I appreciate the opportunities provided to me during my time here, I have come to realize that my expectations regarding the role and the growth I hoped to achieve have not been met. This situation has led me to make the difficult decision to pursue other opportunities that align more closely with my career aspirations and personal values.

I wish to express my gratitude for the chance to work with a talented team, and I hope to maintain a positive relationship moving forward. I will do my best to ensure a smooth transition during my remaining time.

Thank you again for your understanding.

Sincerely,

[Your Name]