

[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 Letter

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 considerable reflection, I have come to the conclusion that my current role is not aligning with my professional happiness and aspirations. I believe it is in my best interest to pursue opportunities that better match my skills and career goals.

I appreciate the support and opportunities I have had during my time with [Company's Name]. I wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]