

[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 considerable thought, I have come to realize that there is a significant disconnect between my skills and the responsibilities of my current role.

This decision did not come easily, as I have genuinely appreciated the opportunities for growth and support I have received during my time here. However, I believe it is in my best interest to pursue a path that aligns more closely with my career goals and aspirations.

I am committed to ensuring a smooth transition and will happily assist in handing over my responsibilities during my remaining time. I would like to express my gratitude for the valuable experiences and friendships I have gained at [Company's Name].

Thank you for your understanding. I wish the team continued success in the future.

Sincerely,

[Your Name]