

# Resignation Letter

Date: [Insert Date]

To: [Supervisor's Name]

[Company's Name]

[Company's Address]

Dear [Supervisor'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 decided to resign due to feeling undervalued and unappreciated in my current role. While I have enjoyed working with my colleagues and have learned a great deal, I believe it is time for me to seek out new opportunities where my contributions will be recognized and valued.

I am grateful for the opportunities I have had during my time at [Company's Name] and for your support. I hope to ensure a smooth transition by completing my duties and helping with the handover of my responsibilities.

Thank you for your understanding, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]