

# 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 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].

It is with a heavy heart that I take this step. Unfortunately, my experience at [Company's Name] has not met my expectations, and I find myself feeling dissatisfied with various aspects of my role. After much consideration, I believe that resigning is the best option for my professional and personal development.

I appreciate the opportunities I have had at [Company's Name] and the support from my colleagues. I hope to leave on good terms and ensure a smooth transition.

Thank you for understanding my decision. I wish the company all the best in the future.

Sincerely,

[Your Name]