

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

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].

This decision has not come easily, but I feel I must take this step due to the lack of support I have been experiencing in my role. I believe that without the necessary guidance and backing, I cannot perform to the best of my abilities, which ultimately affects my job satisfaction and professional growth.

I am grateful for the opportunities I have had during my time here and appreciate the experiences that have contributed to my professional development. I wish the team and the company continued success moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]