

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to leave the company due to ongoing job dissatisfaction. This decision was not made lightly, as I have valued my time at [Company's Name] and appreciate the opportunities I have had to grow professionally.

I will ensure that all my responsibilities are up to date before my departure and will do my best to assist in the transition process.

Thank you for the support and guidance during my time at [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Name]