

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 Notice

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]. This decision was not made lightly, and I want to express my gratitude for the opportunities I have had during my time here.

While I have enjoyed my role, I believe there are some areas within the workplace that could be enhanced for better productivity and employee satisfaction. I have observed that:

- The communication between departments could be improved to prevent misunderstandings.
- More regular feedback sessions would help employees align with company goals.
- Implementing team-building activities could foster a stronger team spirit.

I hope my feedback is helpful, and I wish the company continued success in the future. Thank you once again for the support and opportunities provided to me during my tenure.

Sincerely,

[Your Name]