

Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

While I have appreciated the opportunities presented to me during my time here, I have found that the job expectations were not as clear as I had hoped. This lack of clarity has made it challenging for me to perform my role to the best of my ability and has ultimately led me to make this difficult decision.

I believe this decision is in the best interest of both myself and the company. I am grateful for the experiences I've had and the colleagues I have worked with.

Thank you for your understanding. I wish the company continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]