

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]

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. Unfortunately, I have found that the level of support and resources provided in my role has been consistently insufficient to meet the demands of my responsibilities. Despite my efforts to communicate these concerns, I feel that they have not been adequately addressed.

It has been a privilege to work alongside my colleagues and to contribute to the team, but I believe it is in my best interest to pursue opportunities where I can thrive and achieve my full potential.

Thank you for the opportunities I have had at [Company's Name]. I wish the company and my colleagues all the best in the future.

Sincerely,

[Your Name]