

[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; however, I feel that the inadequate resources available to me have hindered my ability to perform effectively in my role. I believe that for both my professional growth and the success of the company, this is the best course of action.

I appreciate the opportunities for personal and professional development that I have been given during my time at [Company's Name]. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]