

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

After careful consideration, I have decided to leave due to the unchallenging work environment that has left me seeking new opportunities for growth and development. I believe it is time for me to pursue a role that better aligns with my career goals and aspirations.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I appreciate the support from my colleagues and the chance to be part of the team.

Thank you for your understanding. I will do my best to ensure a smooth transition and will be available to assist in the handover of my responsibilities.

Sincerely,

[Your Name]