

[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].

After careful consideration following our recent negotiations, I have concluded that the outcomes do not align with my career aspirations and expectations. Despite my desire to continue contributing to the team, I feel it is in my best interest to pursue other opportunities that better suit my professional goals.

I appreciate the experiences I have gained while working at [Company's Name], and I am grateful for the opportunities for personal and professional development during my time here. I hope to leave on good terms and wish the company continued success.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]