

[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 much consideration, I have decided to leave due to the unresolved terms of my position that have been causing me considerable concern. Despite my efforts to address these issues, I regret to say that they remain unaddressed.

I appreciate the opportunities for personal and professional development that have been provided to me during my time with the company. I hope to maintain a positive relationship moving forward, and I am willing to assist during the transition period.

Thank you for your understanding.

Sincerely,

[Your Name]