

# 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 come to the conclusion that the role I currently hold does not meet my expectations in terms of [specific unmet expectations]. This has prompted me to seek new opportunities that better align with my career goals and aspirations.

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I appreciate your guidance and support.

I wish the team continued success, and I hope to keep in touch in the future.

Sincerely,

[Your Name]