

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].

This decision comes after much reflection on my goals and the recent challenges I have faced in achieving our negotiation targets. Regrettably, I feel that I am unable to continue in my role without achieving the desired outcomes and contributing to the success of the team.

I want to express my gratitude for the opportunity to work with a talented team and for the support I have received during my time here. I have appreciated the professional growth and the relationships I have built, and I hope to carry these experiences into my future endeavors.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in training my replacement if necessary.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]