

[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].

This decision comes after careful consideration and is primarily due to the unfulfilled expectations of support that I have encountered in my role. Despite my dedication and commitment to the company, I have found it increasingly challenging to perform effectively without the necessary resources and guidance.

I genuinely appreciate the opportunities I have received during my time here and wish the team all the best in the future. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]