

[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, I have decided to resign due to the ongoing challenges associated with the support system within the organization. Despite my passion for the work and commitment to the team, I believe that the lack of sufficient support has hindered my ability to perform at my best.

I appreciate the opportunities I have had during my time at the company and wish the team continued success. I will ensure a smooth transition and will complete my remaining tasks to the best of my ability.

Thank you for understanding my decision.

Sincerely,

[Your Name]