

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your 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].

While I have deeply valued the opportunities to learn and grow during my time here, I find it necessary to step down due to inadequate workplace assistance that has hindered my ability to perform to the best of my potential.

I appreciate the experiences I have gained and wish the team all the best in the future. Thank you for your understanding.

Sincerely,

[Your Name]