

Resignation Letter

[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 was not made lightly, but due to a lack of sufficient organizational support, I feel that I can no longer continue in my capacity effectively. Despite my efforts to seek clarity and resources necessary for my role, I have found it increasingly difficult to meet the demands of my position.

I appreciate the opportunities for professional development that you have provided during my time at [Company's Name]. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]