

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above].

This decision was not easy and comes after careful consideration of my experiences here. Unfortunately, I feel that my support needs have not been adequately met, which has impacted my ability to perform my role effectively. Despite my efforts to communicate these concerns, I believe my professional growth and well-being have been compromised.

I appreciate the opportunities for personal and professional development provided to me during my time at [Company Name], and I genuinely wish the team continued success. I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you for your understanding.

Sincerely,

[Your Name]