

[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]

## **Subject: Resignation Letter**

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 has not come easily, but I feel that my role has not provided the necessary supervisory support needed for my professional growth and job satisfaction. Despite my efforts to seek guidance and feedback, I have found it increasingly challenging to perform effectively without adequate oversight.

I appreciate the opportunities I have received during my time at [Company's Name] and the experiences that have contributed to my professional development. I hope that in the future, I might find a role that better aligns with my expectations for support and mentorship.

Thank you for your understanding. I wish you and the team all the best for the future. Please let me know how I can assist during the transition.

Sincerely,

[Your Name]