

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 comes after much consideration, primarily due to unresolved issues regarding my contractual terms that have not been addressed despite multiple discussions. Unfortunately, these ongoing discrepancies have led me to conclude that I can no longer continue my employment under the current circumstances.

I appreciate the opportunities I have had during my time at [Company Name] and the experience I gained while working with the team. I hope to leave on amicable terms, and I am willing to assist in the transition process in any way I can during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]