

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

After careful consideration, I have decided to resign due to the inadequate provisions in my current contract, which I believe do not align with my professional needs and expectations. It has become clear to me that I require a role that offers more comprehensive support and career development opportunities.

I appreciate the opportunities I have had during my time at [Company's Name] and have enjoyed working with the team. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]