

# 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].

This decision has not come easy, but due to ongoing non-compliance with certain clauses of our agreement, I believe it is in my best interest to pursue other opportunities. Despite my efforts to address these issues and promote a resolution, the situation has not improved.

I appreciate the opportunities I have had during my time at [Company's Name] and I am grateful for the professional relationships I have built. Please let me know how I can help during the transition.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]