

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].

After extensive consideration, I have decided to resign due to differing interpretations of my employment contract. Despite efforts to clarify our mutual understanding, I feel that we have significant discrepancies regarding key terms that have ultimately affected my ability to carry out my duties effectively.

I appreciate the opportunities I have had during my time at [Company Name] and wish the team continued success. I am committed to ensuring a smooth transition and will do my best to hand off my responsibilities adequately during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]