

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 date above].

This decision comes after careful consideration, as I have found that the expectations for my role have exceeded what I am able to provide at this time. Despite my best efforts to adapt, I believe it is in the best interest of both myself and the company to move on.

I am grateful for the opportunities I have had at [Company Name] and appreciate the support from my team. I hope to maintain professional relationships as I transition to the next chapter of my career.

Thank you for your understanding.

Sincerely,

[Your Name]