

# 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 the date above]. This decision comes after careful consideration of the recent changes in team roles and dynamics that have altered my expectations and motivation within my role.

I appreciate the opportunities for professional and personal development that I have received during my time at [Company Name]. I am grateful for the support and guidance provided by you and the team.

Thank you for everything. I will do my best to ensure a smooth transition over the next two weeks.

Sincerely,

[Your Name]