

Resignation Letter Template (Job Dissatisfaction)

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

I would like to express my gratitude for the opportunities and experiences I have gained during my time at [Company Name]. Working with such a dedicated team has been a valuable part of my career.

However, after careful consideration, I have decided to step down due to ongoing job dissatisfaction. Despite my efforts to address these concerns, I have found that aspects such as [lack of growth opportunities/insufficient support/misalignment with company values/other specific reasons] have made it difficult for me to remain fully engaged and motivated in my role.

Please be assured that my intention is to ensure a smooth transition. I am committed to completing any outstanding work and assisting in the handover of my responsibilities during my notice period.

Thank you again for the experience and support during my tenure. I hope my feedback can be constructive and helpful for future improvements within the organization. I wish [Company Name] continued success.

Sincerely,
[Your Name]