Name
Address
Street 2
City, State, Zip

Date

Name of Manager
Title of Manager
Company Name
Street Address
City, State, Zip

Dear [insert name of Manager],

It is with reluctance that I'm submitting this resignation letter.

Although I have worked at [insert name of company] for the past [insert time frame], I am unable to see myself continue to perform well in a restrictive work environment.

Additionally I do not see any potential for advancement or professional growth at [insert company name] anymore and have, therefore, accepted a position where my skills and expertise can be optimally tapped.

It is with regret that I ask you to accept this as my resignation from [insert your title] with [inset company name] effective [insert day, date, year].

Sincerely,

[insert your name]
[insert your title]

CC: [person 1]
[person 2]