

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision comes after much consideration and reflects my experiences within the company, which have not aligned with my professional aspirations and values. I believe it is in my best interest to pursue opportunities that better match my career goals and work environment preferences.

I appreciate the opportunities I have had during my time at [Company's Name], and I wish the team success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]