

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

It is with mixed emotions that I submit my resignation from [Your Position] at [Company's Name], effective [Last Working Day]. This decision was not made lightly, and I want to express my gratitude for the opportunities I have had during my time here.

Working in a culturally diverse environment has enriched my personal and professional growth. I have learned so much from my colleagues and appreciate the different perspectives that each culture brings to the workplace. However, after careful consideration, I feel that it is time for me to pursue new opportunities that align more closely with my personal values and career goals.

I am committed to making this transition as smooth as possible and will do my best to complete pending tasks and assist in the handover process during my remaining time here.

Thank you once again for your support and understanding. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,

[Your Name]