

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].

After careful consideration, I have come to the conclusion that the cultural fit at [Company's Name] does not align with my personal and professional values. This decision was not made lightly, as I have greatly appreciated the opportunities I have been given during my time here, particularly working alongside my colleagues.

Thank you for the support and guidance during my tenure. I wish the company continued success and hope to stay in touch.

Sincerely,

Your Name