

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 concluded that the current working environment does not align with my professional values and personal well-being. This decision has not come easily, but I believe it is in the best interest of both myself and the team.

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

Thank you for your understanding.

Sincerely,

[Your Name]