

# 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]

## **Subject: Resignation Letter**

Dear [Manager's Name],

I am writing to formally announce my resignation 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 realize that the cultural values and work dynamics within the organization do not align with my professional principles and expectations. I believe that a mismatch in this regard has hindered my ability to contribute effectively and has ultimately led to my decision to pursue opportunities that resonate better with my values.

While I appreciate the opportunities I have received during my time here and the chance to work with a talented team, I must prioritize my career and personal growth within an environment where I can thrive and feel more connected to the company's mission and culture.

Thank you for your understanding. I hope to ensure a smooth transition during my remaining time here and am willing to assist in handing off my responsibilities.

Sincerely,

[Your Name]