

# 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].

Due to the significant disruptions [briefly mention the nature of disruptions, e.g., changes in company policy, work environment], I believe it is in my best interest to pursue opportunities that align more closely with my professional goals and values.

I am grateful for the experiences I've had at [Company's Name] and for the support from my colleagues. I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]