

[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]. This decision has not come lightly, as I have truly valued my time here and the opportunities I have had to grow professionally.

However, I have made the decision to pursue a career in environmental conservation, a cause that is deeply important to me. I believe that engaging in this work will allow me to make a meaningful impact on the planet and contribute positively to future generations.

I am committed to ensuring a smooth transition and will do everything possible to transfer my responsibilities effectively before my departure. Please let me know how I can assist during this time.

Thank you for your understanding and support. I am grateful for the experiences I've had at [Company's Name] and hope to stay in touch.

Sincerely,

[Your Name]