

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. Making this decision was not easy, but I feel it is necessary due to the unfulfilled leadership commitments that have impacted my ability to contribute effectively to the team.

Throughout my time with [Company's Name], I have dedicated myself to my role and have always been committed to the company's vision. However, the lack of support and clarity in leadership has made it increasingly challenging for me to meet not only my professional goals but also those of the organization.

Please understand that my decision comes from a place of wanting to pursue opportunities that align more closely with my values and aspirations. I am grateful for the experiences and relationships I have built here, and I wish the team continued success in the future.

During my remaining time, I will do my utmost to ensure a smooth transition, including training my successor if needed. Thank you for your understanding.

Sincerely,

[Your Name]