

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]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, usually two weeks from the date above].

This decision has not been an easy one, as I have dedicated significant time and effort to my role. However, I have come to realize that there is a fundamental misalignment between my values and the leadership directives currently being pursued. After careful consideration, I believe that it is in my best interest to step away from the organization.

I appreciate the opportunities I have been given during my time here and sincerely hope for the company's success moving forward. I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively.

Thank you for your understanding.

Sincerely,

[Your Name]