

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

After careful consideration, I have come to the conclusion that my personal values and professional aspirations no longer align with the mission and direction of the company. This inconsistency has made it increasingly difficult for me to perform at my best, and I believe it is in the best interest of both parties for me to step down.

I am grateful for the opportunities I have had during my time here and I appreciate the support and guidance provided by you and my colleagues. I am committed to ensuring a smooth transition and will do my utmost to complete my duties and assist in handing over my responsibilities.

Thank you for your understanding. I wish the company continued success.

Sincerely,

[Your Name]