

# 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]

## **Subject: Resignation Letter**

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 been an easy one, but I believe it is necessary due to my growing dissatisfaction with the company culture. I have found that the values and environment of the workplace do not align with my personal and professional beliefs, which has made it increasingly challenging for me to contribute effectively.

I appreciate the opportunities I have had during my time here and wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]