

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

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

After thoughtful consideration and in response to the recent leadership turnover, I have decided that it is in my best interest to seek opportunities that align better with my career aspirations and values.

I want to express my gratitude for the opportunities I've had during my time at [Company Name]. I have learned a great deal and have valued the relationships I have built here.

Please let me know how I can help during the transition period. I wish the company continued success in the future.

Sincerely,
[Your Name]
[Your Job Title]
[Your Phone Number]