

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 two weeks from today, [Last Working Day]. This decision comes after careful consideration, particularly in light of the recent changes in executive leadership within the organization.

While I have enjoyed the opportunity to contribute to [Company's Name] and work alongside my colleagues, I believe that these changes signal a new direction that may not align with my career aspirations and professional values.

I am grateful for the experiences and support provided during my time here, and I wish the company continued success in the future. I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]