

[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, typically two weeks from the date above].

This decision comes as a result of recent changes in leadership dynamics within the organization. After careful consideration, I believe it is in my best interest to pursue new opportunities that align more closely with my professional goals and values.

I am grateful for the opportunities for growth and the support I have received during my time at [Company's Name]. I appreciate all the knowledge and experiences I have gained while working with you and the team.

During my remaining time, I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the organization continued success in the future.

Sincerely,

[Your Name]