

Resignation Letter Template

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].

My decision to leave is primarily due to the recent changes in leadership within the organization. While I have appreciated the opportunities I have had during my time here, I believe these changes do not align with my professional goals and expectations.

I am grateful for the support and guidance I received from you and my colleagues, and I hope to maintain a positive relationship going forward.

Thank you for your understanding, and I wish the team continued success in the future.

Sincerely,

[Your Name]