

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not made lightly. Over time, I have found that my views on certain company policies and our direction differ significantly from the current leadership. It has become increasingly clear that remaining in my position would not align with my personal values and professional goals.

I appreciate the opportunities for growth and development that I have experienced during my time at [Company Name]. I hope to maintain a positive relationship moving forward and wish the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]