

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

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

While I have valued many aspects of my time here, I have come to realize that the workplace culture does not align with my values and professional goals. This has ultimately influenced my decision to seek a more suitable environment.

I appreciate the opportunities I have had during my tenure and wish the team all the best in the future.

Sincerely,

[Your Name]