

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 after careful consideration of the recent changes in the executive direction of the company. I believe these changes lead the organization in a direction that no longer aligns with my professional goals and values.

I appreciate the opportunities I have had at [Company's Name] and the support I have received from you and my colleagues. I hope to maintain positive relationships and wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

Your Name