

[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 shifts in workplace dynamics. While I have greatly appreciated the opportunities for professional and personal development during my time at [Company's Name], I believe that these changes no longer align with my career goals and values.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the coming weeks.

Thank you for the support and guidance during my tenure. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]