

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

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

This decision has not come easily, but after much reflection, I have realized that my personal values no longer align with the direction and culture of the organization. I believe it is essential for both my professional growth and my personal well-being to pursue opportunities that resonate more closely with my evolving beliefs.

I want to express my gratitude for the experiences I have gained during my time at [Company Name] and the support from my colleagues. I hope to maintain positive relationships moving forward.

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

Sincerely,

[Your Name]