

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 was not made lightly, but after careful consideration of my personal and professional growth.

I want to express my heartfelt appreciation for the opportunities I have had during my time at [Company's Name]. Working in an environment that promotes respect and inclusivity has been both inspiring and empowering. I am grateful for the support of my colleagues and the values that the company embodies.

As I move on to the next chapter of my career, I will carry the lessons and experiences from [Company's Name] with me. I hope to maintain the connections I've built here and wish everyone continued success in fostering an environment where respect and inclusivity thrive.

Thank you once again for your understanding and support. Please let me know how I can assist during the transition period.

Warm regards,

[Your Name]