

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

Dear [Recipient Name],

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

My decision comes after careful consideration of my professional values and the importance of actively engaging with diverse communities. Unfortunately, I feel that my current role does not provide the necessary opportunities to champion inclusivity and embrace the rich diversity that is essential in our society.

While I appreciate the experiences I've gained during my time here, I am compelled to seek positions that allow for greater involvement and commitment to supporting various communities.

Thank you for the support and understanding during my tenure. I hope to stay in touch and wish the organization continued success.

Sincerely,

[Your Name]