

Resignation Letter

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 has not come easily, but I believe it is necessary due to the lack of a diverse workplace environment that I have experienced during my time here. A diverse and inclusive environment is essential for fostering innovation and collaboration, and I have felt that this is an area the organization has struggled to adequately support.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]