

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

After careful consideration, I have decided to resign due to the recent changes in leadership. While I have greatly valued my time at [Company's Name] and learned a great deal, I believe it is in my best interest to pursue new opportunities that align with my career goals and values.

Thank you for the support and opportunities for professional development that you have provided during my time at the company. I appreciate the experiences I've gained and the relationships I've built, and I hope to carry them with me in my future endeavors.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities appropriately.

Thank you for your understanding.

Sincerely,

[Your Name]