

# 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].

Due to the recent alterations in corporate direction, I feel that my professional goals and values no longer align with the path the company is taking. This has been a difficult decision, but I believe it is the best course of action for my career.

I am grateful for the opportunities I have had here and the support from my colleagues. I will ensure a smooth transition and am happy to assist in the handover process.

Thank you for the experiences and learning opportunities during my time at [Company's Name]. I wish you and the team all the best for the future.

Sincerely,

[Your Name]