

Resignation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to step down due to the recent shifts in the company's vision and direction. While I have greatly valued my time at [Company's Name] and appreciate the opportunities I have been given, I feel that my personal values and professional aspirations no longer align with the current trajectory of the organization.

Working with the team has been a rewarding experience, and I am grateful for the support and guidance provided during my tenure. I am committed to ensuring a smooth transition and will do everything necessary to hand off my responsibilities effectively in my remaining time.

Thank you once again for the opportunities for professional and personal development that you have provided me. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]