

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].

After careful consideration, I have decided to step down due to the recent transformation in leadership goals that no longer align with my professional objectives and values. While I am grateful for the opportunities I have received and the relationships I have built during my time here, I feel it is in my best interest to seek new challenges that are more in line with my aspirations.

I am committed to ensuring a smooth transition and will gladly assist in training my replacement or handing off my responsibilities in the coming weeks.

Thank you for your understanding. I appreciate the experiences I've gained during my time at [Company's Name] and wish you and the team continued success.

Sincerely,

[Your Name]