

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision was not made lightly, as my time here has been both rewarding and enlightening.

Throughout my tenure, I have been deeply committed to advocating for diversity and inclusion within our workplace. It has been my honor to work alongside such talented individuals and to contribute to initiatives that support an equitable environment for all employees. I believe that fostering diversity not only strengthens our organization but also enriches our community.

As I move forward in my career, I carry with me the lessons learned and the relationships built during my time at [Company Name]. I am excited to continue promoting these critical values in my future endeavors and hope to remain in touch with the incredible team here.

Thank you for the support and opportunities provided to me during my time at [Company Name]. I look forward to seeing the continued progress of our initiatives in diversity and inclusion.

Warm regards,

[Your Name]