

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient's Name

Company's Name

Company's Address

City, State, Zip Code

Subject: Resignation Letter

Dear [Recipient'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]. This decision comes after careful consideration of my personal values and the growing need for environmental responsibility in our society.

As I have reflected on my role within the company and the impact we have on our environment, I have come to realize that I cannot be part of an organization that does not align with my commitment to sustainability and environmental stewardship.

I am grateful for the opportunities I have had during my time at [Company's Name] and would like to thank you and my colleagues for the support and experiences. I hope to maintain the relationships I have built here as I move forward.

Thank you for your understanding. I wish [Company's Name] all the best in its future endeavors.

Sincerely,

[Your Name]