

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 date above].

This decision was not made lightly, but I believe it is necessary for my personal and professional growth. I have come to recognize the need for cultural sensitivity improvements within our organization, and while I appreciate the efforts made thus far, I feel that my values and aspirations align elsewhere.

Thank you for your understanding.

Sincerely,

[Your Name]