

[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 resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has come after deep consideration and is motivated by my commitment to global humanitarian efforts that I wish to further pursue.

Working at [Company's Name] has been an enriching experience, and I am grateful for the opportunities for professional and personal development that I have received during my time here. However, I feel a strong calling to dedicate my skills and resources to support humanitarian initiatives that align with my values and passions.

Thank you for your understanding and support. I hope to maintain the relationships I have built here and to contribute positively in this next chapter of my life.

Warm regards,

[Your Name]