

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

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 was not easy, as I have greatly appreciated the opportunity to be a part of such a forward-thinking organization that prioritizes sustainable practices.

During my time here, I have witnessed firsthand how our corporate culture emphasizes the importance of environmental stewardship and social responsibility. I am proud to have contributed to projects that align with these values, and I am grateful for the support I've received from both management and colleagues in promoting sustainable initiatives.

As I transition to new opportunities, I will ensure to complete my remaining responsibilities and assist in any way possible to aid in a smooth handover of my duties. I will also promote the importance of sustainability in my future endeavors.

Thank you for the incredible experience and the invaluable lessons I have learned during my tenure at [Company's Name]. I look forward to staying in touch and wish the company continued success in its vital efforts towards sustainability.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]