

Resignation Letter

[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]

Subject: Resignation Notice

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 comes after careful consideration of the recent strategic alterations within the company.

While I have appreciated the opportunities for growth and development during my time here, I believe that the current direction of the organization is not aligned with my career aspirations and values.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time with the company.

Thank you for the support and guidance you have provided. I hope to maintain our professional relationship moving forward.

Sincerely,

[Your Name]