

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

While my time at [Company Name] has been enriching, I have come to realize the need to seek a path that better aligns with my personal and professional values. The experiences here have taught me greatly, yet I believe in pursuing my own truth and understanding beyond the confines of conventional expectations.

I am grateful for the support and opportunities for growth I have received during my tenure. I appreciate the relationships I've built with my colleagues and the lessons learned.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for everything. I wish [Company Name] and the team continued success in the future.

Sincerely,  
[Your Name]