

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name] effective [Last Working Day]. This decision arises from a deep reflection on my personal values and professional principles, which I believe are essential for a meaningful career.

During my time here, I have always strived to uphold integrity, respect, and collaboration, fostering a positive work environment. However, I have come to realize that my values no longer align with the direction of our organization, prompting my decision to step down.

I am grateful for the opportunities for personal and professional growth during my tenure here. I appreciate the mentorship and support I have received and hope to maintain positive relationships going forward.

I am committed to ensuring a smooth transition and am happy to assist in the handover of my responsibilities before my departure.

Thank you once again for the opportunity. I wish [Company Name] continued success.

Sincerely,  
[Your Name]