

[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 Letter

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 as a result of ongoing non-compliance with company policies that I believe compromise the integrity and work environment of our organization.

Despite my attempts to address these issues and seek resolution, I feel that my concerns have not been taken seriously, which has led to my decision to part ways with the company.

I appreciate the opportunities I have had while working at [Company's Name] and wish my colleagues the best in the future.

Sincerely,

[Your Name]