

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

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 today].

This decision has not been made lightly. I have enjoyed my time at [Company's Name] and value the relationships I have built with my colleagues. However, I find myself in a position that challenges my professional integrity and does not align with my personal values in a conflicting environment.

I believe it is in the best interest for both myself and the company to part ways at this juncture. I am committed to ensuring a smooth transition and will do my best to complete my duties and assist during the handover period.

Thank you for the opportunities for personal and professional development that you have afforded me during my time at [Company's Name]. I hope to stay in touch, and I wish the company continued success.

Sincerely,

[Your Name]