

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

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 has not come easily, as I have great respect for my colleagues and the work we've accomplished together. However, I have come to realize that my values and principles no longer align with those of the company. It is important for me to work in an environment where my beliefs resonate with the organization's mission and ethical standards.

I am grateful for the opportunities I've had during my time here and the friendships I have built. I intend to leave on the best terms possible and will ensure a smooth transition in my remaining time.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

Your Name