

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 the date above].

After careful consideration, I have come to the conclusion that our values and approaches to [specific issue or principle] no longer align. This has led me to make the difficult decision to pursue opportunities that are more in line with my beliefs.

I want to express my gratitude for the opportunities I have had while working with you and the team. I appreciate the experiences and skills I have gained during my time here.

During my remaining time, I am committed to ensuring a smooth transition and will assist in the handover of my responsibilities.

Thank you for your understanding. I wish you and the company continued success.

Sincerely,

[Your Name]