

[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 has not been easy, but after careful consideration, I have concluded that my values do not align with those of the company. I believe it is imperative to work for an organization that shares my principles and ethical standards.

I appreciate the opportunities I have had during my time at [Company's Name] and thank you for the support and guidance I received from you and my colleagues.

Wishing you and the team all the best in the future.

Sincerely,

[Your Name]