

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]. After careful consideration, I have concluded that the organization's policies and practices are incompatible with my personal and ethical standards.

This decision has not been easy, but I believe it is necessary for my integrity and professional values. I appreciate the opportunities I have had during my time at [Company's Name] and the support from my colleagues.

I wish the team and the company continued success and growth in the future.

Thank you for your understanding.

Sincerely,

[Your Name]