

# 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 decided to resign due to a misalignment of values between myself and the company. I believe that a professional environment should reflect the personal values I hold, and I find it increasingly difficult to reconcile my beliefs with the direction of the organization.

This decision was not made lightly, as I have greatly valued my time at [Company's Name] and appreciate the opportunities for personal and professional growth presented to me during my tenure. I am grateful for the skills and knowledge I have gained, and I look forward to applying them in my future endeavors.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist in handing over my duties before my departure.

Thank you for the support and understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]