

Resignation Letter

[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 was not made lightly, as I have valued my time at the company and the relationships I have built here. However, after much reflection, I have come to the conclusion that my personal convictions and values no longer align with the direction the company is heading. It is important for me to remain true to my beliefs, and I feel that I must pursue opportunities that reflect this.

I will do everything I can to ensure a smooth transition and to wrap up my responsibilities during this time. Please let me know how I can assist in this process.

Thank you for the opportunities for personal and professional growth that you have provided me during my time at [Company's Name]. I appreciate your understanding and support regarding my decision.

Sincerely,

[Your Name]