

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily; however, I can no longer align myself with the ethical standards and practices I believe are integral to my professional integrity. Despite my efforts to address these concerns, I find that my values are in conflict with the direction the company is taking.

I appreciate the opportunities I have had during my time at [Company Name] and the support of my colleagues. I hope that the company can address these issues for the benefit of both the organization and its employees.

Thank you for your understanding. I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]