

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].

This decision comes after careful consideration and is due to differing beliefs that have become increasingly difficult to reconcile with my personal values.

It has been a pleasure working with you and the team, and I am grateful for the opportunities I have had during my time at the company.

I wish the company all the best in the future, and I hope to maintain our professional connection.

Thank you for your understanding.

Sincerely,

[Your Name]