

[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 comes as a result of a conflict of interests that has arisen, which I believe is in alignment with the company's conflict of interests policy. I have thoroughly evaluated my circumstances and concluded that my continued presence in the organization could compromise the integrity of our operations.

I appreciate the opportunities for growth and development provided to me during my tenure here. I am committed to ensuring a smooth transition and will do anything possible to hand over my responsibilities effectively.

Thank you for your understanding and support.

Sincerely,

[Your Name]