

# 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].

Due to a recent conflict of interest that has arisen, I believe it is in the best interests of the company and my professional integrity to step down. This decision was not made lightly, as I have greatly enjoyed my time at [Company's Name] and have learned a lot during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively during my remaining time. Please let me know how I can assist during this period.

Thank you for the opportunities I've had at [Company's Name]. I wish you and the team continued success.

Sincerely,

[Your Name]