

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 has not been easy, but I believe it is necessary for my professional integrity. Recent developments within the company have prompted me to rethink my alignment with its current practices and values.

I appreciate the opportunities I have had during my time at [Company's Name], and I wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]