

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].

This decision arises from ongoing conflicts with company policies that I feel compromise my values and work ethic. After careful consideration, I believe it is in my best interest to pursue opportunities that align more closely with my personal and professional principles.

I appreciate the opportunities I have had during my time at [Company's Name] and I thank you and my colleagues for the support and guidance provided to me.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties effectively during my remaining time.

Thank you for understanding my position.

Sincerely,

Your Name