

[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 has not come lightly, but I feel it is necessary due to ongoing policy disagreements within the organization.

Throughout my time at [Company's Name], I have valued the opportunities for growth and collaboration with my team. However, the differing views on [specify the policies or issues causing disagreement] have led me to conclude that my vision and values do not align with the current direction of the organization.

I appreciate the experiences I have gained during my tenure and wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]