

# 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 come easily, but I feel it is necessary due to different policy perspectives that have emerged between myself and the organization's current direction. I believe that my values and the company's policies have diverged considerably, making it difficult for me to fulfill my role with the passion and commitment that I believe is essential.

I am grateful for the opportunities I have had during my time here and the support from my colleagues. I hope to maintain a positive relationship moving forward and wish the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]