

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after much deliberation and reflects my growing concerns regarding policy differences that I believe hinder the effectiveness and vision of our team. I feel it is in the best interest of both myself and the company to move on to an environment that aligns better with my professional values and beliefs.

I would like to express my gratitude for the opportunities I have had at [Company Name] and for the chance to work with a talented team. I hope to maintain our professional relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]