

# 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 made lightly, but I find it necessary due to ongoing policy disagreements that conflict with my values and professional principles.

While I appreciate the opportunities I have had during my time here, I believe that my stance on certain policies has increasingly set me at odds with the direction of the company. I feel it is in the best interest of both myself and the organization that I step away at this time.

Thank you for the guidance and support during my employment. I hope to leave on amicable terms and wish the team continued success in the future.

Sincerely,

[Your Name]