

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 was not made lightly, but I feel compelled to step down due to ongoing policy disagreements that I believe hinder both personal and professional growth. It has become increasingly challenging to align my values with the current practices and direction of the organization.

I am grateful for the opportunities I've had during my time at [Company Name] and appreciate the support and collaboration of my colleagues. I wish the team continued success in the future.

Thank you for your understanding.

Sincerely,
[Your Name]