

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient'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 has not come easily, but I feel it is necessary due to recent concerns regarding professional integrity within the organization.

It is essential for me to align my professional conduct with my personal values. I cannot in good conscience continue to work in an environment that does not reflect those values. I believe it is vital to maintain transparency and accountability, and I feel that those standards have not been upheld.

I appreciate the opportunities I've been given during my time at [Company Name] and the support from my colleagues. I will do everything possible to ensure a smooth transition over the next few weeks.

Thank you for your understanding. I wish [Company Name] all the best in the future.

Sincerely,

[Your Name]