

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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].

It is with regret that I must make this decision, but I have found that my current contract requirements conflict with my personal and professional values. After careful consideration, I believe that resigning is the best course of action for both myself and the company.

I am grateful for the opportunities I have received during my time at [Company's Name] and for the support from you and my colleagues. I hope to leave on good terms and would like to assist in any way I can during the transition.

Thank you for your understanding. I wish the company continued success in the future.

Sincerely,

[Your Name]