

# 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 come lightly, as I have deeply valued my time at [Company's Name] and the relationships I have built. However, I find myself in a position where I must prioritize my personal integrity and ethical beliefs, which have increasingly become at odds with certain practices and actions within the organization.

I believe in the core values of transparency, fairness, and respect, and it has become increasingly difficult for me to reconcile these values with my duties here. As such, I feel that my departure is necessary and appropriate.

I am committed to ensuring a smooth transition and will do everything in my power to complete my responsibilities and hand over all tasks effectively during my remaining time.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Company's Name]. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]