

Subject: Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day].

This decision was not made lightly, but after careful consideration, I have decided to step down due to ongoing policy disagreements that have impacted my alignment with the company's direction. I believe these differences make it difficult for me to effectively contribute in a way that feels true to my professional values.

I want to express my gratitude for the opportunities I have had at [Company Name]. I have learned a great deal and worked alongside some exceptional colleagues. I am committed to ensuring a smooth transition and am more than willing to assist in the handover process over the next [notice period] weeks.

Thank you once again for the experiences and support. I hope we can remain in touch and wish the team continued success.

Warm regards,

[Your Name]