Your Name

Street Address

City, ST postcode

Date

Recipient Name

Title

Company Name

Street Address

City, ST postcode

Dear Recipient Name:

Please accept this as official notice of my resignation. As you know, over the last six months, we have had many differences of opinion regarding the processes, work assignments, and goals for the Main Street project. Our conflict has affected my ability to manage my team and has left me and many of my direct reports feeling uncertain about the future of the project. It is clear to me that you and I will not be able to resolve our differences. Therefore, I feel that resigning is the best option for me and for the team.

My last day at Company Name will be Date. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

Sincerely,

Your Name