[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Subject: [Subject line]

To

[The Recipient]

Dear Harry,

It is with regret that I announce that I am quitting my position as a lead manager in the HR department. The last couple of months have been quite revealing for me as I learned activities of my superiors that are not aligned with my personal values.

The state of how things function at a higher-level pertaining to financial and ethical affairs has disappointed me. It has dawned upon me how some of my superiors are involved in questionable and accountable acts but despite my efforts to address the issues and try to eliminate them, things haven't changed a bit.

I am now pushed to resign from this company as I no longer can work in an environment I strongly feel about. Nevertheless, I would also take this opportunity to pay my gratitude for all the skills I learned at the workshops.

I hope you will take a look into the matter and eradicate the causes of this growing moral and financial corruption prevalent in the company.

Sincerely,

XYZ