

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

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration of the work environment. Unfortunately, I have found the conditions to be toxic and detrimental to my well-being and professional growth. Despite my efforts to address these issues, I believe that my best course of action is to move on.

I appreciate the opportunities I have had during my time here and wish the company success in the future.

Sincerely,  
[Your Name]