

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].

It is with a heavy heart that I submit this resignation. Over my time here, I have come to realize that the work culture does not align with my values and professional aspirations. I believe that a healthy work environment is essential for both personal and organizational growth, and unfortunately, I have found that this has not been the case within our team.

I appreciate the opportunities I have had during my tenure here, and I hope to bring my experience and skills to a workplace that fosters a more positive atmosphere. I am happy to assist in the transition process during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]