

# 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 make this decision; however, I feel it is necessary due to the increasingly negative atmosphere within the workplace. Despite my best efforts to cope and contribute positively, the environment has become untenable for my well-being.

I am grateful for the opportunities I've had during my time here and wish the company continued success. I am committed to helping with the transition process to ensure a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]