

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

This decision was not an easy one, but after careful consideration, I believe it is in my best interest to step away from my current role due to ongoing team conflicts that have impacted my ability to work effectively.

I appreciate the opportunities I have had at [Company's Name] and the support from my colleagues. I hope to leave on amicable terms and wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]