

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 has not come lightly but is a result of ongoing discord in the professional environment that has significantly impacted my ability to contribute effectively.

While I appreciate the opportunities presented to me, I believe that a constructive work atmosphere is crucial for both personal and team growth. Regrettably, I have experienced challenges that have made it increasingly difficult to maintain a positive outlook.

I hope that addressing these issues will lead to a more harmonious workplace for the remaining employees. I wish the company continued success in the future.

Thank you for your understanding. I am grateful for the experiences I have gained during my time here, and I will do my best to ensure a smooth transition.

Sincerely,

[Your Name]