

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision, though difficult, comes after careful consideration regarding ongoing friction within the workplace that has made it increasingly challenging for me to perform my duties effectively.

While I value the relationships I have built here and the opportunities I have been given, the continuous disruptive environment has taken a toll on my well-being and productivity. I believe it is in my best interest to seek a new, more supportive setting that aligns with my professional goals and personal values.

I appreciate the support I have received during my time at [Company's Name] and am committed to ensuring a smooth transition. I am willing to assist in the handover of my responsibilities over the coming weeks.

Thank you for the opportunities for growth that I have experienced here. I hope you understand my decision and I wish you and the team all the best for the future.

Sincerely,

[Your Name]