

# 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].

It is with regret that I am taking this step, as I have appreciated the opportunities that [Company's Name] has provided to me. However, interpersonal issues within the workplace have made it increasingly difficult for me to perform my duties effectively and maintain my well-being.

I hope to ensure a smooth transition and am willing to assist in training my replacement or wrapping up my current projects during my remaining time.

Thank you for the support and guidance during my tenure at [Company's Name]. I wish the team continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]