

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly. Recently, I have encountered some challenges in my working relationship with my colleagues that have significantly impacted my job satisfaction and productivity. After careful consideration, I believe it is in the best interest of both myself and the team to step away and allow for a fresh start.

I am grateful for the opportunities I have had during my time at [Company Name], and I appreciate the support and guidance you have provided. I will do my best to ensure a smooth transition and to complete any outstanding tasks before my departure.

Thank you again for everything, and I wish the company continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]