

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

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 comes after much contemplation, largely influenced by ongoing tensions in the workplace that have affected my ability to perform at my best. While I value the experiences I've had at [Company Name] and appreciate the opportunities for professional growth, I believe it is in my best interest to move on.

I am committed to ensuring a smooth transition and will do everything within my power to hand over my responsibilities effectively.

Thank you for your understanding.

Sincerely,
Your Name