

# 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]

## **Subject: Resignation Notice**

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 was not made lightly, but after careful consideration, I feel it is necessary due to ongoing unresolved conflicts with some colleagues that have made it challenging for me to perform to the best of my abilities.

I am grateful for the opportunities I have had during my time at [Company Name] and appreciate your support. I hope to leave the door open for a future relationship and wish you and the team all the best moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]