

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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].

This decision did not come easily, but I have found that the ongoing poor communication within the leadership team has significantly impacted my role. I believe that effective communication is essential for a thriving workplace, and unfortunately, I feel that this has not been the case.

Thank you for the opportunities for personal and professional development over the past [duration of employment]. I am grateful for the experiences I've gained during my time here.

I wish the company success in the future.

Sincerely,

[Your Name]