

# 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].

While I have valued the opportunities for professional growth during my time here, I feel compelled to express my concerns regarding the current leadership style within our team. I believe that a more collaborative approach could foster a better work environment and ultimately lead to improved productivity and morale.

It is my hope that these observations can contribute to positive changes for the team moving forward. I appreciate the experiences I've gained and would like to ensure a smooth transition before my departure.

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

Sincerely,

[Your Name]