

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 appreciate the opportunities I have had during my time at the company, I must prioritize my well-being and career growth. Unfortunately, the negative organizational culture has hindered my ability to thrive and contribute effectively.

I wish the company all the best moving forward and hope for improvements in the organizational environment for current and future employees.

Thank you for your understanding.

Sincerely,

[Your Name]