

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 has not come easily; however, after careful consideration, I have decided to leave due to the persistent workplace conflicts that have affected my ability to perform my duties effectively and maintain a healthy work environment.

I want to express my gratitude for the opportunities that have been presented to me during my time at [Company's Name]. I appreciate the support and guidance I have received from you and my colleagues.

Please let me know how I can assist during the transition period. I hope to leave on a positive note and wish the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]