

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

Subject: Resignation Letter

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 was not made lightly, but I feel it is necessary due to the ongoing toxic atmosphere that has affected my well-being and productivity. It has become increasingly difficult to perform my duties in such an environment, and I believe it is in my best interest to seek a healthier work environment.

I appreciate the opportunities I have had during my time at [Company's Name]. However, my health and happiness must take precedence at this time.

Thank you for your understanding.

Sincerely,

Your Name