

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration of the harmful office environment I have experienced during my time here. Unfortunately, the ongoing issues have impacted my well-being and productivity.

Thank you for your understanding.

Sincerely,
[Your Name]