

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 has not come lightly, but I feel that the current work environment does not align with my professional values and expectations for support and collaboration. While I have appreciated the opportunities I've been given during my time here, the lack of an encouraging atmosphere has made it increasingly difficult for me to perform at my best.

I wish the team and company continued success in the future and hope that improvements can be made for the benefit of all employees.

Thank you for your understanding.

Sincerely,
[Your Name]