

Resignation Letter

[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].

This decision has not come lightly; however, I must prioritize my well-being due to the challenging work conditions I have been experiencing. I believe it is in my best interest to seek opportunities in a more supportive environment.

I appreciate the chance to have been part of [Company's Name] and am grateful for the experiences I've gained. I wish you and the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]