

[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 comes after careful consideration, as I have experienced persistent unfavorable work conditions that have impacted my overall well-being and job satisfaction. Despite my efforts to address these concerns, I believe that leaving the company is in my best interest.

I want to express my gratitude for the opportunities I have had while working here and wish the team continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]