

[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 has not come easily, but after careful consideration, I believe that the current work environment is not conducive to my professional growth and well-being. Despite my efforts to adapt, I find that the conditions are no longer suitable for me.

I am grateful for the opportunities I have had while working alongside my colleagues and for the experiences that have helped shape my career. I hope to stay in touch and wish the company continued success in the future.

Thank you for understanding my situation.

Sincerely,

[Your Name]