

# 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].

While I have appreciated the opportunities for growth and learning during my time here, I have found that the work environment has not been conducive to my personal and professional wellbeing. [Optional: Briefly mention specific issues, such as lack of support, safety concerns, etc.]. After careful consideration, I have decided that it is in my best interest to pursue other opportunities.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities during my remaining time. Thank you for the experiences I have gained while working at [Company's Name]. I wish you and the team all the best in the future.

Sincerely,

[Your Name]