

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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]. I have come to this decision due to the unpleasant work settings that have made it increasingly difficult for me to continue in my role.

While I appreciate the opportunities I have had during my time here, I believe it is in my best interest to pursue a different path that aligns better with my personal and professional goals.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]