

# 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 did not come easily, but after careful consideration, I feel compelled to step down due to the ongoing poor workplace circumstances that have affected my professional growth and well-being.

Thank you for your understanding.

Sincerely,

[Your Name]