

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 has not been made lightly; however, I feel compelled to take this step due to inadequate workplace standards that have significantly impacted my ability to perform my duties effectively and maintain my well-being.

Despite my efforts to address these concerns through appropriate channels, I have not seen any meaningful improvements. Therefore, I believe it is in my best interest to seek employment in an environment that prioritizes employee health and operational standards.

I appreciate the opportunities for professional and personal development that I have received during my time at [Company's Name]. I hope to maintain a positive relationship and wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]