

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration, as recent interpersonal disputes have created an environment that I believe is no longer conducive to my professional growth and well-being. While I value the experiences I have gained during my time at [Company Name], I feel it is in my best interest to seek new opportunities.

I hope to facilitate a smooth transition during my remaining time here. Thank you for the opportunities for personal and professional development that you have provided me. I wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]