

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].

My decision has not come easily, but due to ongoing personal disagreements that have impacted my ability to contribute effectively to the team, I believe it is in my best interest to step away.

I appreciate the opportunities for professional and personal development that you have provided me during my time at the company. I genuinely wish the team and the company continued success.

Thank you for your understanding.

Sincerely,

[Your Name]