

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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].

After careful consideration, I have decided to step down due to ongoing interpersonal issues that have affected my ability to work effectively within the team. This decision was not made lightly, but I believe it is the best course of action for both my professional growth and personal well-being.

I appreciate the opportunities I have had at [Company's Name] and the support I have received during my tenure. I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities before my departure.

Thank you for your understanding. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]