

[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 come easily, but I believe it is necessary due to ongoing communication breakdowns that have hindered my ability to perform effectively and collaborate with the team.

Despite my efforts to address these issues, I feel that the lack of clear communication has made it challenging to contribute meaningfully to our projects and goals. It is essential for me to seek an environment where open and honest dialogue is prioritized.

I appreciate the opportunities I have had at [Company's Name] and wish the team continued success. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]