

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

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 of the ongoing discord within the team, which has made it increasingly difficult for me to perform at my best. Despite my efforts to resolve these issues, I believe it is in my best interest to pursue new opportunities where I can contribute positively and grow professionally.

I am grateful for the opportunities I have had at [Company Name] and appreciate the support from those who have made my time here valuable. I wish the team continued success.

Thank you for your understanding.

Sincerely,  
[Your Name]