

[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].

It is with a heavy heart that I make this decision. Unfortunately, due to the ongoing unhealthy workplace relationships, I find it increasingly difficult to perform my duties effectively. I believe it is in my best interest to pursue opportunities where I can thrive in a more supportive environment.

I appreciate the experiences I have gained during my time at [Company's Name] and wish the team all the best for the future.

Thank you for understanding my decision. I hope to maintain a positive connection moving forward.

Sincerely,
[Your Name]