

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[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 was not made lightly, but I have found it increasingly challenging to work under your management style, which has impacted my ability to perform at my best. I believe it's in my best interest to pursue new opportunities where I can thrive both personally and professionally.

I am grateful for the opportunities I have had during my time with the company and appreciate the experiences I gained. I will ensure a smooth transition and will complete my remaining responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]