

# Resignation Letter

[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; however, I believe it is in my best interest to leave due to the ongoing hostile work environment that has adversely affected my well-being and performance.

I appreciate the opportunities I have had during my time at [Company's Name], but I cannot continue in a setting that is detrimental to my mental health and professional growth.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]