

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 easy to make, but my recent experiences in the workplace have led me to conclude that it is in my best interest to seek opportunities where I can thrive in a supportive and positive environment.

I appreciate the opportunities I've had during my time at [Company's Name] and wish the team and the organization continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]