

[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 comes after careful consideration of my career path and the direction I wish to take. I want to address potential conflicts that have arisen in the workplace, which have played a significant role in my choice to leave. I believe these issues could impact both my effectiveness and the team's wellbeing moving forward.

While I appreciate the opportunities I have had here and the support from my colleagues, I feel it is in the best interest of both parties to part ways at this time. I hope to ensure a smooth transition and am committed to assisting in the handover process during my remaining time.

Thank you for your understanding and support. I wish [Company's Name] continued success and hope to remain in touch.

Sincerely,

[Your Name]