

[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 was not made lightly, but I believe it is necessary for my personal and professional development.

One of the primary reasons for my resignation is the need for more flexible working conditions that align with my current circumstances. Despite my efforts to adapt, I find that the existing work environment no longer meets my needs.

I would like to express my gratitude for the opportunities I've had at [Company's Name] and for the support I've received from both you and my colleagues. I hope to ensure a smooth transition and will do my best to complete my responsibilities before my departure.

Thank you for your understanding, and I hope to keep in touch in the future.

Sincerely,

[Your Name]