

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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].

This decision has not come lightly, but I have realized that the work environment here does not support my well-being and professional growth. I believe it is in my best interest to seek a healthier work atmosphere.

I appreciate the opportunities I have had during my time here, but it is time for me to move on. I will do my best to ensure a smooth transition during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]