

# 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]

## **Subject: Resignation**

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 lightly, but I feel that the current organizational climate has become increasingly detrimental to my well-being and professional growth. I believe that a positive work environment is crucial for productivity and morale, and unfortunately, I have not experienced this recently.

I am grateful for the opportunities I have had during my time at [Company's Name], and I hope that changes can be made in the future for the benefit of the team. I wish you and the company all the best moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]