

# 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, typically two weeks from today].

It is with a heavy heart that I make this decision. Over time, I have noticed a significant decline in company morale, which has affected my overall job satisfaction and motivation. Despite efforts to address these issues, I feel that I can no longer contribute positively in such an environment.

I appreciate the opportunities I have had during my time here and the relationships I have built. I hope that my departure can contribute to a constructive change in the workplace.

Thank you for your understanding, and I wish the team all the best in the future.

Sincerely,

[Your Name]