

# Resignation Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not been easy to make, but I believe it is necessary due to the unfavorable working conditions that have adversely impacted my well-being and productivity. Despite my efforts to address these issues, I have found it increasingly difficult to perform my duties effectively.

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. I appreciate your support and understanding of my decision.

Thank you for your understanding. I hope to maintain a positive relationship moving forward.

Sincerely,  
[Your Name]