

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 the date above].

It is with a heavy heart that I take this step, but I feel compelled to act due to the ongoing poor workplace morale which has impacted my enthusiasm and productivity. I believe fostering a positive and supportive work environment is essential for success, and unfortunately, I no longer feel supported in this endeavor.

I want to thank you and my colleagues for the opportunities I have had during my time at [Company's Name]. I wish everyone the best moving forward and hope that positive changes can be made for the benefit of the team.

Sincerely,
[Your Name]