

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].

My decision to leave is primarily due to recent shifts in team dynamics, which I believe have affected my ability to perform at my best and align with the company's goals. While I have valued my time working with you and the team, I feel that it is in my best interest to pursue opportunities that better match my professional aspirations and work environment.

I appreciate the support and guidance I've received during my tenure at [Company's Name]. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the opportunities I've had during my time here. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]