Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I regret to inform you that I am resigning from my job as the Sales Manager with a notice period of 15 days in compliance with my job agreement with the company. I request you to provide the necessary clearance and sanction my due provident fund.

I have served the company for 2 years with dedication. However, I have been compelled to put forth my resignation due to an unfavorable work environment. The toxic office politics prevents me from concentrating on my work. The general attitude of everyone working in the office is hostile towards each other. Instead of working as a team, colleagues are envious of each other's success and do not exhibit cooperation. I have brought up the issue several times to the higher management, but it has not been resolved. I find it very hard to work productively in such an environment.

I am, nevertheless, grateful to the management for letting me serve the organization. I have gained relevant work experience as a boost to my career. Thank you for letting me have this opportunity.

I have discussed the reason behind my resignation so that the company may take the necessary action to improve the work environment. It is important to deal with this issue in order to improve overall productivity.

Please contact me for any queries or discussions regarding the matter.

Sincerely,

Your Name