[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally tender my resignation from my position at [Company Name], effective [last working day, typically two weeks from the date of the letter].

During my tenure at [Company Name], I have had the opportunity to work with a diverse group of individuals and contribute to the growth of the organization. However, it is with regret that I have come to the decision to resign due to the persistently toxic work environment that has adversely impacted my professional and personal well-being.

While I understand that no workplace is perfect, the consistent presence of hostility, lack of communication, and unaddressed conflicts within the organization have created an environment that is detrimental to my professional growth and job satisfaction. Unfortunately, the toxic atmosphere has affected my productivity, motivation, and overall job performance.

Throughout my time at [Company Name], I have made numerous attempts to address these concerns through internal channels and discussions with my immediate supervisors. However, the necessary actions to rectify these issues were not taken, leaving me with no choice but to seek a healthier and more supportive work environment elsewhere.

I believe that a positive work environment is essential for both professional and personal growth. It fosters collaboration, creativity, and employee satisfaction, which ultimately leads to increased productivity and success for the organization. It is my hope that you will take my feedback into consideration and work towards creating a more inclusive and supportive work environment for future employees.

I would like to express my gratitude to you and the entire team at [Company Name] for the opportunities and experiences I have gained during my tenure. I have learned valuable lessons and developed skills that I will carry with me throughout my career.

To ensure a smooth transition, I am committed to completing any pending tasks and assisting with the handover of responsibilities. Please let me know how I can be of assistance during this transition period.

I would appreciate it if you could provide me with the necessary paperwork and details regarding the formalities of my resignation, including any outstanding benefits or dues that need to be settled.

Thank you for your understanding and support during this time. I sincerely hope that [Company Name] will address the existing issues and create a more positive work environment in the future.

Yours sincerely,

[Your Name]