[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. It is with regret that I submit my resignation from my position as **[Your Job Title]** at **[Company Name].** I have decided to step down from my role due to ongoing workplace conflicts that have affected my work-life balance and overall well-being.

I appreciate the support and opportunities provided by **[Company Name]** during my time here. My last day of work will be **[Last Working Day, typically two weeks from the date of the letter, e.g., August 19, 2023].**

I am committed to ensuring a smooth handover and will be available to assist during this transitional period.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]