

Best Resignation Letter Format for Pressure-Induced Job Resignation

Below is a professional resignation letter template suited for pressure-induced reasons:

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration of my current work circumstances. Due to ongoing pressures in my role, I believe it is in the best interest of both myself and the organization to step down at this time.

I want to express my sincere gratitude for the opportunities I have had while working here. I have appreciated the chance to develop professionally and personally at [Company Name].

I am committed to ensuring a smooth handover of my responsibilities before my departure. Please let me know if there is anything further I can do during this transition period.

Thank you for your understanding.

Sincerely,
[Your Name]