

Immediate Resignation Letter Sample (Toxic Work Environment)

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

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective immediately.

This decision has not come easily; however, due to escalating workplace conditions that have adversely affected my mental and physical well-being, I find it necessary to step away at this time. The persistent toxic environment has significantly impacted my health, making it impossible for me to continue performing my duties effectively.

I appreciate the professional opportunities I have had at [Company Name]. Please understand that this immediate resignation is imperative for my personal health and safety. I hope that my departure may encourage reflection upon and improvement of the work environment for current and future employees.

I will make every effort to return any company property promptly and ensure a smooth transition of my responsibilities as much as possible under these circumstances.

Thank you for your understanding.

Sincerely,
[Your Name]