Date:

To

[The Recipient]  
[Designation]  
[Company Name]

**Re. Resignation from the Designation of Assistant Manager HR on Account of Toxic and Disruptive Work Atmosphere**

Dear Sir/Madam,

This letter serves as a resignation notice effective after two working weeks i.e., from 2nd April 20XX.

I am Bill Stake from the department of Human Resources. I am working as an Assistant HR Manager since September 2019 in this organization. I have spent almost one and half years working here. It was temperate and appealing when I joined in. After spending a year and a half, I am confronted with a bad work environment here. I am regretful to submit my resignation notice on account of the toxic and disruptive workplace environment.

Every business is successfully run through professional working ambiance and executive communicative headship. I am sorry to state that the organization has been involved in several internal politics. Moreover, there is a total dearth of professional communication, competent headship and supervision, and defective policies amidst lockdown and COVID-19.

In the wake of all of this, I do not feel comfortable working here anymore. I already complained about the environment and other relevant issues several times but no heed was paid thereby. I, therefore, submit my resignation officially and in compliance with the resignation policy. I assure you that I will keep myself punctual, responsible, and engrossed in the work like before till the date of effectiveness of my resignation.

Thanks in anticipation for reviewing my letter.

Regards

Bill Stake  
Assistant HR Manager  
David V-Star Groups  
H-702, Lax Township, Bakersfield  
CA, USA