

# Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

Position: [Your Position]

Company: [Company Name]

Dear [Manager's Name],

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

After careful reflection, I have decided to pursue a path that aligns more closely with my values and my commitment to fostering a balanced and holistic lifestyle. This decision stems from a desire to prioritize my overall well-being, mental health, and personal growth beyond professional ambitions.

I am immensely grateful for the opportunities for personal and professional development that I have received during my time at [Company Name]. Working alongside such talented colleagues has been an enriching experience, and I cherish the memories and knowledge gained.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you for your understanding. I look forward to staying in touch and wish you and the team continued success.

Sincerely,

[Your Name]

[Your Contact Information]