

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day].

This decision comes after careful consideration, as I have realized that I need to prioritize my well-being and seek better work-life harmony. While I have greatly appreciated the opportunities for professional growth and the support from my colleagues, I believe it is essential for me to make this change for my overall health and happiness.

I am committed to ensuring a smooth transition and will do my best to complete my current projects and assist in the onboarding of my replacement.

Thank you for the understanding and for the experiences I've gained during my time at [Company's Name]. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]