

Resignation Letter

Date: [Your Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision has not been made lightly, and reflects the importance I place on self-care and maintaining a healthy work-life balance.

Throughout my time at [Company's Name], I have learned and grown immensely. However, I now find it crucial to prioritize my well-being and focus on personal commitments that require my attention.

I am grateful for the opportunities I've had here and the support from you and my colleagues. I will do my best to ensure a smooth transition of my responsibilities before my departure.

Thank you for understanding my decision. I hope to stay connected and wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]

[Your Contact Information]