

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision has not been easy, but after careful consideration, I have decided to prioritize my work-life balance and personal well-being.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,  
[Your Name]