

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, typically two weeks from the date above].

This decision was not made lightly. However, after careful consideration, I have decided to prioritize my health and well-being, striving to restore a better work-life equilibrium.

I greatly appreciate the opportunities for professional and personal growth that I've experienced while working at [Company's Name]. I am thankful for the support and guidance provided during my tenure.

I will do my utmost to ensure a smooth transition, completing my responsibilities and assisting in the handover process.

Thank you once again for the understanding and support. I hope to stay in touch, and I wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]