

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 announce my resignation from [Your Position] at [Company's Name], effective [Last Working Day].

After careful consideration, I have decided to focus on achieving better work-life integration, which I believe is essential for my overall well-being and productivity. This was not an easy decision to make, as I have greatly valued the opportunities for growth and development during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you for your support and understanding. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]