

# 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 has not come lightly, but I believe it is necessary for my well-being and to seek a healthier work environment. Over the past [duration of employment], I have valued the experiences and relationships built here, but I have come to realize that I need to prioritize my mental and physical health.

Thank you for the opportunities for personal and professional growth during my time at the company. I wish you and the team continued success, and I hope to stay in touch in the future.

Sincerely,

[Your Name]