

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

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 comes after careful consideration of my current wellness and mental health needs. I believe that stepping away from my responsibilities will allow me to focus on my well-being and recovery.

I appreciate the support I have received from you and my colleagues during my time here. I am committed to ensuring a smooth transition and will do everything possible to assist in the handover of my tasks.

Thank you for understanding, and I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]