

[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 mental health challenges that have impacted my well-being and ability to perform effectively in my role.

I have greatly appreciated the opportunities for personal and professional growth during my time at [Company's Name]. However, I believe it is essential to prioritize my health and take the time I need to focus on recovery.

Thank you for your understanding and support during this difficult time. I hope to leave on good terms and wish the team continued success in the future.

Sincerely,

[Your Name]