

Resignation Letter

[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]

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 easily, but after careful consideration regarding my emotional health, I believe it is the best course of action for me at this time.

I have greatly appreciated the opportunities for personal and professional growth at [Company's Name], and I am grateful for the support I have received from you and the team. However, I have come to realize that my current circumstances are taking a toll on my well-being, and I must prioritize my health above all else.

I am committed to ensuring a smooth transition and will do everything I can to assist during my remaining time and beyond. Please let me know how I can help with this process.

Thank you for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]