

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy, but after careful consideration, I have realized that I need to prioritize my mental health and well-being.

Over the past few months, I have been struggling with mental health challenges that require my immediate attention and focus. I believe that stepping away from my professional responsibilities will allow me to seek the help I need and work towards recovery.

I am grateful for the opportunities I have had during my time at [Company Name] and appreciate the support from you and my colleagues. I hope to contribute to a smooth transition over the coming weeks and will do my best to wrap up my projects and assist in the handover process.

Thank you for your understanding and support during this difficult time. I hope to stay in touch in the future.

Sincerely,

[Your Name]