

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 after much consideration, I believe it is essential for my personal well-being.

Over the past [duration of employment], I have appreciated the opportunities for growth and development provided to me. However, I have come to realize that I need to prioritize my health and personal happiness at this time.

I am committed to ensuring a smooth transition and will do everything in my power to assist in transferring my responsibilities before my departure. I hope to leave on a positive note and maintain the relationships I have built here.

Thank you for your understanding and support. I wish you and [Company's Name] continued success in the future.

Sincerely,

[Your Name]