

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 was not easy to make, but I have come to recognize the importance of prioritizing my mental health and well-being.

During my time at [Company's Name], I have learned and grown immensely, and I am truly grateful for the support and opportunities provided to me. However, after careful consideration, I believe that stepping back is essential for my personal health and future growth.

I am committed to ensuring a smooth transition during my remaining time and would be happy to assist in training my replacement or transferring my responsibilities.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]