

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP]

Dear [Manager's Name],

It is with a heavy heart that I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to prioritize my mental wellness and focus on my health. This decision was not made lightly, as I have greatly valued my time at [Company's Name] and the support from the team.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Please let me know how I can assist during this period.

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

Sincerely,

[Your Name]