

# Resignation Letter

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 comes after careful consideration of my mental health and the necessity for focused recovery.

I am grateful for the opportunities I have received during my time at [Company's Name] and for the support of my colleagues. However, I have come to realize that prioritizing my mental well-being is imperative at this point in my life.

I hope to maintain a positive relationship moving forward, and I am willing to assist during the transition period. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]