

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]

Subject: Resignation - [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision comes after careful consideration regarding my need for a better work-life balance.

While I have greatly appreciated the opportunities for professional growth during my time here, I have come to realize that I need to prioritize my personal well-being and health. It has been a difficult decision, but I believe it is the best choice for my future.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover of my duties during my remaining time.

Thank you for your understanding and support. I have enjoyed working under your guidance and will miss my colleagues.

Sincerely,

[Your Name]