

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, but I believe it is necessary for my well-being.

The intense work environment has provided me with valuable experiences, but I have realized that my health and peace of mind must take priority. I appreciate the opportunities for growth and the friendships I have formed during my time here.

During my remaining time, I am committed to ensuring a smooth transition. I am happy to assist in training my replacement and will do everything possible to hand over my responsibilities effectively.

Thank you for the support and guidance during my time at [Company's Name]. I wish the team continued success in the future.

Sincerely,

[Your Name]