

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 made lightly, as I have greatly valued my time at the company and the opportunities presented to me.

However, after careful consideration, I believe it is time for me to pursue new challenges and focus on my personal well-being. Working in such a rigorous environment has provided me with invaluable experience, but I am now seeking a healthier work-life balance.

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

Thank you for your support and understanding. I truly appreciate the opportunities I have had while working with you and my colleagues. I look forward to staying in touch.

Sincerely,

[Your Name]