

[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 has not come lightly, but it is necessary for my health and overall well-being.

During my time at [Company's Name], I have greatly appreciated the emphasis the company places on health and wellness initiatives. These programs not only foster a supportive work environment but also underscore the importance of employee well-being. I have learned so much about maintaining work-life balance and the importance of mental health, and I am grateful for the opportunities to engage in these initiatives.

As I transition to the next chapter of my life, I take with me the invaluable experiences and lessons I've gained here. I am committed to ensuring a smooth handover of my responsibilities and will do everything I can to support my team during this process.

Thank you once again for the guidance and support. I look forward to keeping in touch and wish [Company's Name] continued success in promoting health and wellness in the workplace.

Sincerely,

[Your Name]