

[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 made lightly. Over the past few months, I have found the work environment to be increasingly stressful and challenging to manage. After careful consideration, I believe it is in my best interest to step away and prioritize my mental health and well-being.

I appreciate the opportunities I have had during my time with the company and am grateful for the support and guidance provided by you and my colleagues.

Thank you for your understanding, and I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]