

[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 was not an easy decision, but after careful consideration, I have decided to explore opportunities that are less stressful and better align with my personal well-being.

I am grateful for the opportunities for professional and personal development that I have received during my time at [Company's Name]. I appreciate your understanding, and I hope to maintain a positive relationship moving forward.

Thank you for your support, and I wish you and the team continued success.

Sincerely,

[Your Name]