

# 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 made lightly, but after careful consideration, I believe it is necessary for my personal and professional well-being.

The demanding nature of my role has made it difficult to maintain a work-life balance. I am grateful for the opportunities I've had at [Company's Name] and the support of my colleagues. I have learned a great deal during my time here.

I am committed to making this transition as smooth as possible and will do everything in my power to hand over my responsibilities effectively.

Thank you for your understanding. I hope to remain in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]