

Resignation Letter for Work-Life Balance

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily, but I have realized the importance of prioritizing my work-life balance. I believe it is essential for both my personal well-being and professional growth.

I am grateful for the opportunities I have received at [Company Name] and the support I have been given during my tenure. I appreciate the chance to work alongside a talented team and develop my skills.

I will ensure a smooth transition and will assist in wrapping up my responsibilities. Please let me know how I can help during this period.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,
[Your Name]