

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, usually two weeks from the date above].

This decision comes after careful consideration of my personal well-being. I have recognized the importance of prioritizing my mental health and believe that stepping away from my current role is necessary for my overall well-being.

I am grateful for the opportunities I have had during my time here and for the support I have received from you and the team. I hope to stay in touch and will cherish the relationships I have built.

Thank you for your understanding.

Sincerely,

[Your Name]