

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

After careful consideration, I have decided to pursue a path that prioritizes my personal wellness and mental health. This decision was not easy, as I truly value the experiences I have gained during my time here.

I am committed to ensuring a smooth transition and will assist in training my replacement and wrapping up my duties during my remaining time. I am grateful for the support and opportunities provided to me and hope to stay in touch in the future.

Thank you for understanding my decision. I appreciate everything I have learned at [Company's Name] and hope to cross paths again.

Sincerely,

[Your Name]