

Resignation Letter

Your Name

Your Address

City, State, Zip

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip

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 has not come lightly, but I have determined that it is essential for my psychological wellness and personal growth.

Over the past [duration at the company], I have appreciated the opportunities for professional development and the support from my colleagues. However, I believe that stepping away at this time will allow me to focus on my mental health and well-being.

I am committed to ensuring a smooth transition and will work diligently to complete my responsibilities before my departure. Please let me know how I can assist during this process.

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

Sincerely,

[Your Name]