

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 easily, but after careful consideration, I have determined that it is essential for my mental health and overall stability to step down from my role.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support from you and my colleagues. I am committed to ensuring a smooth transition and will do what I can to assist in this process.

Thank you for your understanding.

Sincerely,

[Your Name]