

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].

This decision has not been easy, but I have come to realize that prioritizing my mental health is essential for my well-being. I have appreciated the opportunities for professional development and personal growth I have experienced during my time here.

Thank you for your understanding and support during this time. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]