

# Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision has not come lightly, as I have genuinely enjoyed my time at [Company Name] and appreciate the opportunities I have been given. However, after careful consideration, I have recognized the need to prioritize my mental well-being and seek a healthier work-life balance.

I am grateful for the support and guidance I have received during my tenure, and I aim to ensure a smooth transition. I am more than willing to assist in training a replacement or transferring my responsibilities over the next few weeks.

Thank you once again for the understanding and support. I wish the team and the company continued success.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]