

# Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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 comes after considerable reflection and is rooted in my need to prioritize my self-care and mental clarity. I believe that taking this step will allow me to focus on my well-being and personal growth, which is essential at this time in my life.

I am grateful for the opportunities I have had during my time at [Company's Name] and for the support from my colleagues and you. I will do my utmost to ensure a smooth transition and will complete any outstanding tasks before my departure.

Thank you for your understanding.

Sincerely,

Your Name