

# 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 of the letter]. This decision comes after careful consideration of my mental health and personal well-being.

Over the past months, I have realized the importance of prioritizing my mental health. I believe that taking this step is essential for my healing and growth. I have greatly appreciated the support and opportunities provided during my time here, and I am genuinely grateful to have worked with such an incredible team.

Please let me know how I can make this transition as smooth as possible. I am committed to completing my responsibilities and will assist in training my replacement if needed.

Thank you for understanding my situation. I hope to leave on good terms and maintain our professional relationship in the future.

Sincerely,

[Your Name]