

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

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 above].

This decision comes after careful consideration of my personal well-being and the need to focus on my mental wellness. I believe that taking time for myself is crucial at this stage in my life.

I am grateful for the opportunities I have had during my time at [Company Name] and for the support from you and my colleagues. I will ensure a smooth transition and assist in handing over my responsibilities before my departure.

Thank you for your understanding.

Sincerely,  
[Your Name]