

# 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].

Over the past months, I have experienced persistent burnout that has significantly affected my well-being and job performance. After careful consideration, I have decided that stepping away from my role is the best decision for my mental health and overall quality of life.

I want to express my gratitude for the opportunities I've had at [Company's Name]. I have learned a great deal and enjoyed collaborating with my teammates. I will ensure a smooth transition of my responsibilities during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]