

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]

Subject: Resignation Notice

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 on my current work situation. Unfortunately, due to ongoing job-related burnout, I find it necessary to step back for my mental and physical well-being. I believe this is the best course of action for my health and future career.

I am grateful for the opportunities and support I have received during my time at [Company's Name]. I have enjoyed working with you and my colleagues, and I appreciate all the experiences that have contributed to my personal and professional growth.

Please let me know how I can assist during this transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]