

[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 Letter

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].

After much consideration, I have come to the difficult decision to step down due to ongoing mental fatigue and burnout. I believe that prioritizing my health is paramount at this time.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have appreciated the support from you and the team, and I will always cherish my experiences here.

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

Thank you for your understanding.

Sincerely,

[Your Name]