

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].

It is with a heavy heart that I make this decision. After much reflection, I realize that I have been experiencing emotional exhaustion and burnout that has significantly affected my well-being and performance. I believe it is in the best interest of both myself and the company that I step down from my role.

To ensure a smooth transition, I am committed to completing my responsibilities and assisting in the handover process during my notice period.

Thank you for the opportunities I have had during my time at [Company's Name]. I have truly valued my experience and the relationships I have built here.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]