

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].

This decision was not easy, but after careful consideration, I believe it is necessary due to the excessive stress and burnout I have been experiencing. My health and well-being have become a priority, and I must take the necessary steps to regain balance in my life.

I am grateful for the opportunities I have had at [Company's Name] and appreciate the support from my colleagues and management. I will ensure a smooth transition of my responsibilities during my remaining time here.

Thank you for your understanding.

Sincerely,

[Your Name]