

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 has not come easily and is a result of ongoing struggles with burnout and the need to reevaluate my work-life balance. After much consideration, I believe it's in my best interest to step back and focus on my well-being.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support from the team. I hope to leave my responsibilities in good order and will do everything I can to ensure a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]