

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 Name], effective [Last Working Day, typically two weeks from the date above].

After much contemplation, I have come to the difficult decision to leave my role due to chronic burnout, which has impacted my ability to perform at my best. I have enjoyed working with the team and contributing to the projects we've tackled together, but I must prioritize my health and well-being at this time.

I will ensure a smooth transition by [mention any steps you will take to assist with the transition, such as training a replacement or handing off responsibilities]. Please let me know how I can help during this time.

Thank you for the opportunities for personal and professional growth during my tenure at [Company Name]. I am grateful for the support and understanding during this difficult period.

Sincerely,

[Your Name]