

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 two weeks from today, [Last Working Day].

After much reflection, I have come to the realization that I am experiencing professional burnout that has affected my well-being and productivity. Despite my passion for my work and the team, I believe it is in my best interest to step back and focus on my health.

I sincerely appreciate the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working with you and the team, and I am grateful for the support and encouragement received.

I will do my best to ensure a smooth transition by completing ongoing tasks and assisting in the handover process. Please let me know how I can help during this transition period.

Thank you for your understanding.

Sincerely,
[Your Name]