

[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].

After careful consideration, I have decided to step down due to overlapping responsibilities that have made it increasingly challenging for me to fulfill my role to the best of my ability. It has become clear that addressing these overlaps is beyond a manageable scope for me.

I am grateful for the opportunities I have had while working at [Company's Name] and appreciate your support during my tenure. I wish the team continued success and hope to stay in touch.

Thank you for your understanding.

Sincerely,

[Your Name]