

[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 of this letter].

This decision has not come easily, as I have greatly appreciated the opportunities for professional growth and development during my time here. However, I have found it increasingly challenging to maintain a work-life balance that aligns with my personal needs and well-being.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,

[Your Name]