

Exit Notice

Date: [Insert Date]

To: [Supervisor's Name]

Company: [Company Name]

From: [Your Name]

Position: [Your Position]

Subject: Exit Notice due to Wellness Reasons

Dear [Supervisor's Name],

I am writing to formally notify you of my resignation from [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of my current wellness needs and personal circumstances.

I have greatly appreciated the opportunities for personal and professional growth during my time at [Company Name]. I am grateful for the support from you and my colleagues over the years.

During the transition period, I will do my best to ensure a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]