

[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].

This decision has not been easy and comes after careful consideration of my current work-life balance. I believe it is essential for my overall well-being to seek a role that allows me more time to focus on both my professional and personal life.

I am truly grateful for the opportunities I've had at [Company's Name] and for your support during my time here. I have learned a great deal and will cherish the experiences and relationships I've built.

Please let me know how I can assist in the transition during my remaining time.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]