

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [last working day, typically two weeks from the date above]. This decision has not come easily, but I believe it is necessary for my mental well-being.

Over the past months, I have been experiencing challenges that have affected my ability to perform at my best. Despite my efforts to manage these feelings, I have come to realize that stepping away from my role is the healthiest choice for me at this time.

I am grateful for the opportunities I've had to grow and learn while working under your leadership. I appreciate the support from you and the rest of the team and hope to stay connected in the future.

Thank you for understanding my decision. I hope to leave on a positive note and am committed to ensuring a smooth transition during my remaining time here.

Sincerely,
[Your Name]