

Resignation Letter

[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 was not made lightly, but after careful consideration, I have concluded that the stress associated with my role has become overwhelming, and it is in my best interest to prioritize my health and well-being.

I have appreciated the opportunity to work with you and the team, and I am grateful for the experiences I have gained during my time at [Company Name]. I hope to maintain a positive relationship moving forward.

Thank you for your understanding. I wish [Company Name] all the best in the future.

Sincerely,
[Your Name]