

[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]

## **Subject: Resignation Letter**

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 come easily, but I have been experiencing significant mental fatigue, and I believe it is in my best interest to step away and focus on my well-being.

I truly appreciate the opportunities I have had during my time at the company and the support from you and my colleagues. I am grateful for the experiences and skills I have gained here.

Thank you for understanding my situation. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]