

[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'm 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 after careful consideration, I feel that persistent job-related stress has significantly impacted my well-being, making it necessary for me to step away from my role.

I want to express my gratitude for the opportunities I've had while working here and for the support I've received from you and the team. I look forward to staying in touch, and I genuinely hope for the continued success of [Company's Name].

Thank you for your understanding.

Sincerely,

[Your Name]