

[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 comes after much reflection on my current state of professional exhaustion.

It has become increasingly clear to me that my current workload and responsibilities have taken a toll on my mental and physical well-being. I believe that stepping away from my role is necessary for my health and personal growth.

I am grateful for the opportunities I have had during my time at [Company Name] and for the support from my team. I will do my best to ensure a smooth transition during my remaining time here.

Thank you for your understanding.

Sincerely,

[Your Name]