

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

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 was not made lightly, but after careful consideration, I have come to realize that the increasing demands of my job have become overwhelming, impacting my well-being and work-life balance.

I appreciate the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I have genuinely enjoyed working with you and the team.

Thank you for your understanding. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]