

Resignation Letter

[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]

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 after much reflection, I have realized that chronic burnout has significantly impacted my ability to perform at my best. I believe it is in the best interest of both myself and the company for me to step away and focus on my well-being.

Thank you for the opportunities for personal and professional development that you have provided during my time here. I appreciate your understanding and support regarding my decision.

I hope to maintain our professional relationship in the future. Please let me know how I can help during this transition.

Sincerely,

[Your Name]