

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].

Over the past few months, I have been experiencing emotional fatigue that has significantly impacted my well-being and overall performance. After careful consideration, I believe it is in my best interest to step back and take the time I need to focus on my mental health.

I am grateful for the opportunities I have had at [Company's Name] and for the support from my colleagues. I hope to ensure a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]