

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 was not easy, but I have decided to prioritize my time management and personal well-being. Unfortunately, I found it increasingly challenging to balance my responsibilities at work with my personal commitments.

I am truly grateful for the opportunities I have had at [Company Name] and the support from my colleagues and management. I hope to maintain positive relationships with everyone as I move forward.

Thank you for your understanding.

Sincerely,
[Your Name]