

[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]

Subject: Resignation - [Your Name]

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 lightly, but due to the impracticality of the current work hours, I find it increasingly difficult to maintain a work-life balance. It has adversely affected my productivity and personal well-being.

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

Thank you for your understanding.

Sincerely,

[Your Name]