

[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 comes after careful consideration of my work-life balance, which I have found increasingly challenging to maintain in my current role. It has not been a light decision, as I have greatly enjoyed working with you and the team.

I appreciate the opportunities for professional growth and development that I have been given during my time at [Company's Name]. I am truly grateful for the support and guidance I have received.

Thank you once again for everything. I hope to stay in touch and wish you and the company continued success in the future.

Sincerely,

[Your Name]