

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Organization's Name], effective two weeks from today, [Last Working Day].

After much consideration, I have decided to step down due to feelings of burnout that have made it increasingly challenging for me to fulfill my responsibilities effectively. This decision was not easy, as my time at [Organization's Name] has been both rewarding and fulfilling.

I am grateful for the opportunities I have had to contribute to our mission and to work alongside an incredible team. I will do my utmost to ensure a smooth transition and offer my support during my remaining time here.

Thank you for your understanding and support throughout my tenure at [Organization's Name]. I hope to stay connected in the future.

Sincerely,

[Your Name]