

Resignation Letter

[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 was not made lightly, but I have come to realize that prioritizing my mental health and wellness is essential for my overall well-being. Over the past months, I have noticed that I am unable to perform at my best due to increasing pressures and the need for self-care. Acknowledging this is an important step for me, and I believe that stepping away from my responsibilities here is necessary for my growth.

I am grateful for the opportunities I've had at [Company's Name] and the support of my colleagues. I will do my utmost to ensure a smooth transition and assist in handing over my responsibilities during my remaining time.

Thank you for your understanding. I hope to stay in touch and wish the team continued success in the future.

Sincerely,
[Your Name]