

[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 an easy one, as I have greatly enjoyed working with the team and contribute to the company's goals. However, after careful consideration, I have decided to prioritize my work-life balance. I believe this change will allow me to focus on my well-being and personal commitments.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities efficiently. Please let me know how I can assist during this period.

Thank you for the opportunities for professional and personal development you have provided during my time at [Company's Name]. I am grateful for the support and guidance I have received from you and my colleagues.

Wishing you and the company continued success.

Sincerely,  
[Your Name]