

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but after careful consideration, I believe this step is essential for my personal well-being.

Over the past [duration of time at the company], I have learned a great deal and truly appreciate the support and opportunities I have been given. However, I have reached a point where I need to prioritize my health and happiness to ensure I can pursue future opportunities with renewed energy and focus.

I am committed to making this transition as smooth as possible. Please let me know how I can assist during this period.

Thank you for your understanding and support. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]