

[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].

It is with regret that I must make this decision, but I feel overwhelmed by the excessive responsibilities of my current role. Despite my best efforts, I have found it increasingly difficult to manage the workload effectively, which has impacted my well-being.

I appreciate the opportunities for growth that I have had during my time at [Company's Name], and I am grateful for the support from the team. I hope to leave my responsibilities in a state that ensures a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]