

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].

After careful consideration, I have decided to step down due to the overwhelming workload that has been challenging for me to manage effectively. While I appreciate the opportunities I have had during my time at [Company's Name], I believe it is in my best interest to seek a role that aligns better with my current capacity and well-being.

I am grateful for the support and guidance you and the team have provided me. I will do my best to ensure a smooth transition during my remaining time here.

Thank you for understanding my situation. I wish you and the team continued success.

Sincerely,

[Your Name]