

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 has not been easy, but I feel that the overwhelming demands of the job have made it increasingly difficult for me to maintain a healthy work-life balance. After careful consideration, I believe it is in my best interest to step back and focus on my well-being.

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. I appreciate the support I have received from you and my colleagues.

Please let me know how I can assist during the transition. I hope to leave my responsibilities in a good position for my successor.

Thank you once again for everything. I wish [Company Name] continued success in the future.

Sincerely,

Your Name