

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 considerable thought, I have come to this decision due to an unmanageable workload that has impacted my ability to maintain a healthy work-life balance. I believe it is in the best interest of both myself and the company to step away at this time.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I appreciate the support from my colleagues and management and hope to stay in touch in the future.

Thank you for your understanding. I am committed to ensuring a smooth transition of my responsibilities before my departure.

Sincerely,
[Your Name]