

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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].

This decision has not come easily, but I have found my workload to be unsustainable and it has begun to affect my well-being. After careful consideration, I believe that stepping down is the best course of action for both my health and personal circumstances.

I want to express my gratitude for the opportunities I have had at [Company's Name] and for the support from my colleagues. I appreciate the experiences that have contributed to my professional growth.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and hand over my responsibilities during my remaining time.

Thank you for your understanding. I hope to stay in touch and wish you and the company continued success.

Sincerely,

[Your Name]