

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 today].

This decision has not come easily, but after careful consideration, I have concluded that the current work environment is not conducive to my well-being and personal growth. I believe it is in my best interest to seek an opportunity that aligns better with my overall mental and emotional health.

I appreciate the opportunities I have had during my time with the company. I am grateful for the support and guidance I received from both you and my colleagues.

I will do my best to ensure a smooth transition and complete all pending tasks before my departure. Please let me know how I can assist during this transition period.

Thank you for your understanding.

Sincerely,

[Your Name]