

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].

This decision follows a period of increased work pressure that has made it challenging for me to maintain a healthy work-life balance.

I am grateful for the opportunities I have had during my time here and appreciate the support from you and the team.

I hope to ensure a smooth transition and will do my best to hand over my responsibilities effectively before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]