

[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].

Due to my increasing workload and the impact it has had on my well-being, I have reached the difficult conclusion that it is time for me to move on. I have always strived to deliver my best work, but the current demands have made it increasingly challenging for me to maintain a healthy work-life balance.

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

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively.

Thank you for your understanding.

Sincerely,

[Your Name]