

[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 careful consideration, I have decided to step down due to work-related stress that has affected my well-being. This decision was not made lightly, as I have greatly valued the experience and opportunities that I have had during my time with the company.

I appreciate the support I have received from you and my colleagues, and I hope to maintain a positive relationship moving forward. I am committed to ensuring a smooth transition and will do my best to complete my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]