

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 comes after careful consideration of my mental health and well-being. I believe stepping away from my role will allow me to focus on my health and seek the support I need to be at my best.

I am grateful for the opportunities and experiences I've had while working in this team. I appreciate your support during my tenure and hope to stay in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]