

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

It is with a heavy heart that I make this decision, but I must prioritize my mental health at this time. I have greatly valued my time at [Company Name] and appreciate the opportunities I have had to grow both personally and professionally.

I would like to ensure a smooth transition and am happy to assist in training my replacement or handing off my responsibilities.

Thank you for your understanding and support. I hope to stay in touch and wish the company continued success.

Sincerely,  
[Your Name]