

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 and is due to ongoing mental health concerns that I need to prioritize for my well-being. I believe that stepping away from my responsibilities will allow me the necessary time to focus on my health and recovery.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I am committed to ensuring a smooth transition and will do everything possible to hand off my duties effectively.

Thank you for your understanding.

Sincerely,

[Your Name]