

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 has not come easy, but after much consideration, I believe it is necessary for my mental health and well-being. Over the past few months, I have been facing challenges that have affected my ability to perform at my best, and I need to prioritize my health.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate your understanding during this difficult time. I hope to ensure a smooth transition and will do everything I can to assist in wrapping up my duties.

Thank you for your support and understanding.

Sincerely,

[Your Name]