

[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 much consideration, I have come to the conclusion that I need to focus on my mental health and well-being. This was not an easy decision, but I believe it is necessary for my overall wellness and future productivity.

I am truly grateful for the opportunities I have had during my time at [Company's Name]. I appreciate your support and understanding regarding my decision.

I will do my utmost to ensure a smooth transition over the next two weeks and will complete any outstanding tasks to the best of my ability.

Thank you once again for everything. I wish you and the team all the best moving forward.

Sincerely,

[Your Name]