

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]

Subject: Resignation Letter

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]. This decision comes after considerable thought regarding my mental wellness and the need to prioritize my health at this time.

This was not an easy decision to make, as I greatly value the opportunities I've had to work with you and the entire team. I've learned a great deal and appreciate the support and encouragement I've received during my time here.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for the support and guidance you have provided. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]