

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. 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 was not made lightly, but after careful consideration, I believe it is essential for my mental health and overall well-being to take the necessary time to prioritize my recovery. I deeply appreciate the opportunities for personal and professional growth that I have received while working here, as well as the support from you and my colleagues.

I am committed to ensuring a smooth transition during my remaining time at the company. Please let me know how I can help during this period.

Thank you once again for your understanding and support.

Sincerely,

[Your Name]