

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 comes after careful consideration of my mental health and well-being during these challenging times.

Over the past few months, I have felt an increasing strain due to the downturn and its impact on our work environment. While I am grateful for the opportunities I have had during my time at [Company's Name], it has become evident that I need to prioritize my mental health and seek a more balanced state of well-being.

Please know that this was not an easy decision. I have enjoyed working with my colleagues and contributing to our projects. I am willing to assist in the transition process to ensure a smooth handover of my responsibilities.

Thank you for your understanding and support during this time. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]