

Resignation Letter

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily, but after careful consideration, I have decided to pursue a better work-life balance. I believe this change is necessary for my personal well-being and productivity.

I am grateful for the opportunities I've had during my time at [Company's Name] and for the support from my colleagues. I wish everyone the best and hope to stay in touch as I embark on this new chapter.

Thank you for your understanding.

Sincerely,

[Your Name]