

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]. This decision has not come lightly, as I have greatly appreciated the opportunities for professional growth and the wonderful team I have been a part of here.

However, after careful consideration, I have decided that I need to prioritize my work-life balance for the sake of my well-being. It has been a privilege to work under your leadership, and I truly regret any inconvenience my departure may cause.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you once again for your guidance and support. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]