

Letter of Intent to Step Back from Work

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 express my intention to step back from my current role at [Company's Name]. This decision comes after careful consideration of my personal circumstances and the need to prioritize my well-being.

I am committed to making this transition as smooth as possible, and I am willing to assist in the handover process to ensure that my responsibilities are managed effectively during this period. I propose that my last day in a full-time capacity be [Insert Date].

Thank you for your understanding and support. I have greatly valued my time at [Company's Name] and hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]