

Resignation Letter for Mental Well-Being

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[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 has not come lightly, but I have realized that stepping away is necessary for my mental well-being.

I am grateful for the opportunities I have had during my time at [Company's Name] and I appreciate the support provided to me. I have learned a great deal and will value the experiences I've gained here.

Please let me know how I can assist during the transition period. I hope to maintain the positive relationships I've built, and I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,
[Your Name]