

[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]. My decision has come after careful consideration of my current work-life balance and personal commitments.

During my time here, I have appreciated the opportunity to learn and grow, but I believe it is essential for me to prioritize my well-being at this time.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my tasks and assist in the handover process during my remaining time.

Thank you for your understanding and support. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]