

Resignation Letter

[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]

Subject: Resignation Letter

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].

It has become increasingly clear to me that the level of stress in the workplace is affecting my overall well-being and productivity. After careful consideration, I have decided that it is best for my health and future to step down from my role.

I appreciate the opportunities for growth and development that I have experienced during my time at [Company's Name]. I am committed to ensuring a smooth transition and will do everything I can to assist in the handover of my responsibilities.

Thank you for your understanding. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]