

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]

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 was not easy and took a lot of consideration. Unfortunately, I have been struggling with an ongoing work-life imbalance that has affected my well-being and ability to perform at my best. I believe it is necessary for me to prioritize my health and personal life at this time.

I am grateful for the opportunities I have had during my time here, including [mention any key experiences or projects]. I appreciate the support from you and my colleagues over the years.

During my notice period, I will do everything possible to ensure a smooth transition. Please let me know how I can help in this process.

Thank you once again for the experience and guidance during my tenure at [Company's Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]