

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After much consideration, I have come to this decision due to feeling overburdened at work, which has affected my overall well-being. I believe it is in my best interest to seek opportunities that better align with my personal and professional goals.

I appreciate the opportunities for growth and development that I have experienced during my time at [Company Name]. I am grateful for the support from you and my colleagues.

I am committed to ensuring a smooth transition in the coming weeks and will do my best to complete my current projects.

Thank you for your understanding.

Sincerely,

[Your Name]