

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 comes after much consideration regarding the constant strain and stress associated with my current role.

While I appreciate the opportunities for professional growth I have received, the ongoing demands have taken a toll on my well-being. Therefore, it is in my best interest to step away for my health and personal happiness.

I am committed to ensuring a smooth transition during my remaining time and will do everything possible to hand over my responsibilities effectively.

Thank you for your understanding.

Sincerely,

[Your Name]