

[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].

After much contemplation, I have decided to step down due to feeling increasingly burnt out from the demands of my role. I believe that taking this step is necessary for my well-being and future professional growth.

I am grateful for the opportunities I have had while working here and appreciate the support from my colleagues and management. I will do my best to ensure a smooth transition of my responsibilities during my remaining time.

Thank you for understanding my decision. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]