

# 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]. This decision has not been easy and comes after considerable thought about my current responsibilities and workload.

Due to the increased demands and excessive workload that I have been experiencing, I find it challenging to maintain the level of performance that I expect from myself and that the company deserves. I believe this decision is in the best interest of both myself and the team.

Thank you for the opportunities for personal and professional growth that you have provided me during my time at [Company Name]. I appreciate the support from you and my colleagues and will always value the experiences I gained here.

Sincerely,

[Your Name]