

# Resignation Letter

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].

After careful consideration, I have come to the conclusion that the demands of my role have become overwhelming and are affecting my overall well-being. While I value the experiences and growth I have achieved during my time here, I feel that my current workload is unsustainable.

I appreciate the opportunities I have had and the support of my colleagues, but I believe it is in my best interest to step away at this time.

Please let me know how I can assist during the transition process. I hope to maintain a positive relationship moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]