

[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 careful consideration, I have come to the difficult decision to leave due to the overwhelming job responsibilities that I have been managing. While I am grateful for the opportunities I have had at [Company's Name], I believe it is in my best interest to step away and focus on my well-being and personal growth.

I appreciate the support and understanding from my colleagues and hope to keep in touch moving forward. I will do everything possible to ensure a smooth transition over the next few weeks.

Thank you for the opportunity to be a part of [Company's Name]. I wish the team continued success in the future.

Sincerely,

[Your Name]