

[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]

Subject: Resignation Letter

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 contemplation and is influenced by the increasing stress I have encountered in my work environment. It has become clear that for my well-being and mental health, it is necessary to step away from my current role.

I am grateful for the opportunities I have had while working here and appreciate the support from you and my colleagues during my time at [Company's Name]. Please let me know how I can assist during the transition period.

Thank you for your understanding.

Sincerely,

[Your Name]