

Resignation Letter

[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 careful consideration of my current workload and the chronic overwork I have experienced.

Although I have appreciated the opportunities for growth and development during my time at [Company's Name], the continuous demands on my time and energy have significantly impacted my physical and mental well-being. It has become increasingly clear that I need to prioritize my health and pursue a more balanced work-life situation.

I am committed to ensuring a smooth transition and will do my best to complete pending tasks and assist in training my replacement in the coming weeks.

Thank you for your understanding. I wish the team and the company all the best in the future.

Sincerely,

[Your Name]