

# 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]

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 has not come easily, but I find myself unable to continue under the current relentless work demands.

Over the past [duration of employment], I have greatly valued my time at [Company's Name] and the opportunities provided to me. However, the increasing workload and pressure have significantly impacted my well-being and work-life balance.

I appreciate the support and guidance I have received from you and the team, and I hope to leave on good terms. I am committed to ensuring a smooth transition during my remaining time here.

Thank you for your understanding.

Sincerely,

[Your Name]