

[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 has not been easy, but after careful consideration, I have concluded that the current work pressures have become unsustainable for me. I believe stepping down is in the best interest of my health and well-being.

I appreciate the opportunities I've had during my tenure here and am grateful for the support of my colleagues. I will ensure a smooth transition in my remaining time by completing outstanding tasks and assisting in the handover process.

Thank you for your understanding.

Sincerely,

[Your Name]