

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily, but after careful consideration, I have concluded that the excessive workload challenges I have been experiencing have impacted my ability to perform my best and maintain a work-life balance.

I am grateful for the opportunities I have had during my time at [Company Name] and for the support from you and my colleagues. I appreciate the experiences and knowledge I have gained, and I will cherish the relationships I have built here.

I am committed to ensuring a smooth transition and will do all I can to hand over my responsibilities in the remaining time. Please let me know how I can assist during this period.

Thank you for your understanding.

Sincerely,
[Your Name]