

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

After careful consideration, I have decided to step down due to the increasingly overwhelming job expectations that have become unsustainable for my well-being. Despite my dedication to my role and the company, I find myself unable to maintain a healthy work-life balance under the current circumstances.

I appreciate the opportunities I have had during my time at [Company's Name] and wish the team success in the future. I hope to make the transition as smooth as possible and am willing to assist in handing off my responsibilities.

Thank you for your understanding.

Sincerely,

[Your Name]