

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert 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 did not come easily, but after careful consideration, I have determined that my current workload and responsibilities have become overwhelming. Despite my best efforts to manage my duties effectively, I feel that stepping down is the best course of action for my personal well-being.

I appreciate the opportunities I have been given at [Company Name] and the support from my colleagues. I will do my best to ensure a smooth transition during my remaining time here.

Thank you for your understanding.

Sincerely,  
[Your Name]