

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 was not made lightly, but after much consideration, I have come to realize that the relentless pace of work has significantly impacted my well-being. I believe it is in my best interest to step down and focus on my health and personal growth.

I am grateful for the opportunities I have had during my time at [Company Name] and appreciate your support throughout my tenure. I will do my best to ensure a smooth transition and assist in handing off my responsibilities.

Thank you for understanding my position. I wish the company continued success in the future.

Sincerely,

[Your Name]