

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, typically two weeks from the date above].

After much consideration, I have decided to step down due to the excessive demands and pressures of the role that have significantly impacted my well-being. This decision was not easy, but I believe it is in the best interest of my health and future.

I am grateful for the opportunities I have had at [Company's Name] and appreciate the support from my colleagues during my time here. I will ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]