

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 has been difficult to reach, but I have come to realize that the high level of stress associated with my role has impacted my health and well-being. After careful consideration, I believe it is best for me to pursue opportunities that better align with my personal and professional goals.

I am grateful for the opportunities I have had during my time at [Company Name] and for the support of my colleagues. I hope to stay in touch and wish you and the company continued success.

Thank you for your understanding.

Sincerely,

[Your Name]