

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].

This decision was not made lightly, but I feel compelled to leave due to the unbearable workload that has been impacting my mental and physical well-being. Despite my best efforts to manage the responsibilities, I find it increasingly difficult to maintain a healthy work-life balance.

I have appreciated the opportunities for personal and professional growth during my time at [Company's Name] and have enjoyed working with my colleagues. I hope to maintain our professional relationship in the future but believe this decision is necessary for my well-being.

Thank you for your understanding.

Sincerely,

[Your Name]