

# Resignation Letter

John Doe

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City, State, ZIP Code

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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].

After careful consideration, I have come to the conclusion that the pressures of my current workload have become unsustainable for my well-being. Despite my commitment to the role, the ongoing demands have significantly impacted my ability to perform my duties effectively. Therefore, I believe that stepping down is the best decision for my health and future.

I appreciate the opportunities I have had during my time at [Company Name] and the support I have received from my colleagues. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

John Doe