

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 comes after considerable thought about my work-life balance. I have realized that the demands of my current role have made it increasingly challenging to maintain a healthy equilibrium between my professional and personal life.

I want to express my gratitude for the opportunities I have received during my time here. I have learned a great deal and appreciate the support from both you and my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch, and I wish the team continued success in the future.

Sincerely,

[Your Name]