

# Resignation Letter

[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].

After much consideration, I have made this decision due to the excessive work demands that I have been experiencing. While I have greatly valued my time working with our team and have learned a lot, the current workload has become unsustainable for me.

Thank you for the opportunities for professional and personal development that you have provided me during my time at [Company's Name]. I am grateful for your support and understanding.

I wish you and the team continued success, and I hope to stay in touch.

Sincerely,

[Your Name]