

# 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]. This decision has not come easily, but after much contemplation, I feel it is necessary for me to prioritize important lifestyle changes.

Over the past months, I have realized the importance of achieving a healthier work-life balance and dedicating more time to my personal well-being. This has led me to conclude that stepping down from my role is essential for my overall happiness and health.

I am incredibly grateful for the opportunities I have had at [Company's Name]. I appreciate the support and encouragement from you and the team during my time here. Please let me know how I can assist in making the transition process smooth.

Thank you once again for everything. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]