

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 was not an easy decision to make; however, after careful consideration, I have determined that I need to prioritize my well-being and seek better work-life harmony.

I am grateful for the opportunities I have been given during my time at [Company's Name] and have appreciated the chance to work with such a talented team. Nonetheless, the demands of my current role have begun to take a toll on my personal life, and I believe it is time for me to pursue a path that allows for a healthier balance.

I will ensure a smooth transition of my responsibilities and will do my best to assist in training my replacement. My hope is to leave my position in a manner that maintains the high standards of the team.

Thank you for your understanding and support during this time. I hope to keep in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]