

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 today].

This decision has not come easily, but due to excessive workload and the associated stress, I believe it is in the best interest of my health and well-being to step down.

I have appreciated the opportunities for professional growth and development during my time at [Company's Name]. I value the support from my colleagues and am grateful for the experiences I have gained.

I will ensure a smooth transition and will do my best to hand over my responsibilities over the next [notice period] weeks.

Thank you for your understanding.

Sincerely,

[Your Name]