

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, typically two weeks from the date above]. This decision was not made lightly, but after careful consideration of my mental and emotional well-being, I have realized that this is the best step for me at this time.

Working at [Company's Name] has been a valuable experience, and I appreciate all the support and opportunities I have received. However, I believe that prioritizing my mental health is essential right now, and I am choosing to dedicate time to my well-being.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively before my departure. Please let me know how I can assist during this period.

Thank you for your understanding. I hope to maintain a positive relationship moving forward.

Sincerely,

[Your Name]