

[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].

This decision has not come easily, but after careful consideration of my mental health challenges, I believe it is necessary for me to prioritize my well-being at this time. I am grateful for the opportunities I've had to work with you and the team, and I appreciate all the support I've received during my time here.

I am committed to ensuring a smooth transition and will do my best to hand off my responsibilities before my departure.

Thank you once again for your understanding and support. I hope to keep in touch in the future.

Sincerely,

[Your Name]