

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after thorough consideration of my mental health and overall well-being. I have realized that I need to prioritize my mental health and take the necessary steps for self-care and recovery. It was not an easy choice, as I have greatly valued my time here and the opportunities I have had to grow professionally. However, I believe this is a necessary step for my personal health.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. I appreciate the support and understanding from you and the team during this time.

Thank you for the opportunities once again. I hope to stay in touch and wish the company continued success.

Sincerely,  
[Your Name]