

[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].

After careful consideration, I have decided to prioritize my mental wellness and make some necessary changes in my life. This decision has not come easy, as I have greatly appreciated the support and opportunities provided to me during my time here. However, I believe that focusing on my mental health is essential for my overall well-being.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities during the notice period. I hope to leave my duties in a state that allows my colleagues to continue seamlessly.

Thank you for your understanding and support. I am truly grateful for the experiences I have gained while working with you and the team.

Wishing you and the company continued success.

Sincerely,

[Your Name]