

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 comes after careful consideration of my mental health needs and overall well-being. I believe that stepping back is essential for me to focus on self-care and personal healing.

I am grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues. I will do my best to ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]