

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 has not come easily, as I have greatly valued my time with the company and the opportunities for personal and professional growth.

However, after much reflection, I have come to realize that I need to prioritize my mental health and well-being. The ongoing challenges I have faced have made it increasingly difficult for me to maintain my responsibilities at work, and I believe that stepping back is essential for my recovery and overall health.

I am incredibly grateful for the support and understanding from the team during my time here, and I hope to leave on positive terms. I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities before my departure.

Thank you for your understanding and support. I hope to stay in touch, and I look forward to crossing paths in the future under better circumstances.

Sincerely,

[Your Name]