

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 been easy and comes after much consideration regarding my personal mental health.

Working at [Company's Name] has been a rewarding experience, and I am grateful for the opportunities I've had to grow and learn within the team. However, I believe it is in my best interest to prioritize my well-being at this time.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time.

Thank you for your understanding and support.

Sincerely,

[Your Name]