

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]

Subject: Resignation Letter

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 lightly. I have been facing some mental health challenges that require my full attention and dedication to recovery. I believe stepping away from my professional responsibilities at this time is necessary for my well-being.

I am grateful for the opportunities and support I have received during my time at [Company's Name]. I appreciate the understanding and kindness shown by you and my colleagues as I navigate this difficult time.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you again for the support and the experiences I have gained at [Company's Name]. I hope to stay in touch and, in the future, to return to the workforce when I am in a better place mentally.

Sincerely,

[Your Name]