

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but it has become necessary for me to prioritize my mental health and well-being.

Over the past few months, I have found it increasingly challenging to manage my responsibilities while also taking the necessary steps to care for my mental health. After careful consideration, I believe that stepping back from my role will allow me to focus on my recovery and personal development.

I am grateful for the support and opportunities I have received during my time at [Company Name]. I appreciate the experiences and relationships I have built here, and I hope to stay in touch moving forward.

Please let me know how I can assist during this transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for your understanding.

Sincerely,
[Your Name]