

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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]. This decision has not come easily, but after considerable thought, I have concluded that I must prioritize my well-being, especially regarding the challenges associated with extensive work-related travel.

While I have valued the opportunities I've had here and the experiences gained, the constant travel demands have begun to adversely impact my health and personal life. After assessing my current situation, I've determined that stepping down is essential for my long-term wellness.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities during my remaining time. I hope to leave my duties in a manner that supports the team and the projects we have underway.

Thank you for your understanding, and I hope to maintain a positive relationship moving forward. I appreciate all the support you've offered during my time at [Company Name].

Sincerely,

[Your Name]