

# Resignation Letter

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]

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 of the letter].

After careful consideration, I have decided to step down due to the recent increase in responsibilities that extend beyond my initial role. While I appreciate the opportunities for growth, I find that the additional duties have become overwhelming and are impacting my work-life balance.

I am grateful for the support and opportunities I have received during my time with the company. I will do my best to ensure a smooth transition before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]