

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 was not made lightly, but due to the increasing workload and stress levels, I feel it is necessary for my well-being to step down from my responsibilities.

I appreciate the opportunities I have received during my time here and I am grateful for the chance to work with such a supportive team. I hope to ensure a smooth transition of my duties before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]