

Resignation Letter

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 comes after careful consideration of the increasing demands of my role, which I believe have become unsustainable for me personally. While I have enjoyed working with you and the team, I feel it is in my best interest to step back and refocus my priorities.

I appreciate the opportunities I've had during my time with [Company's Name] and the support I've received from you and my colleagues. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you for your understanding. I wish the team continued success in the future.

Sincerely,

[Your Name]