

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I hope this message finds you well. After careful consideration, 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 an easy one, but I have come to realize that in order to prioritize my work-life balance and personal well-being, I need to make a change. I am grateful for the opportunities I have had while working here and have learned a great deal under your guidance.

I will ensure that all my responsibilities are transitioned smoothly during my remaining time at the company. Please let me know how I can assist with the handover process.

Thank you for your understanding, and I hope to stay in touch in the future.

Sincerely,

[Your Name]