

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 much contemplation regarding my work-life balance and the demands of leadership.

While I have valued my time at [Company's Name] and the opportunities for professional growth, I have come to realize that I need to prioritize my well-being and personal commitments. It is essential for me to find a position that aligns more closely with my aspirations for a sustainable work-life balance.

I am grateful for the support and guidance I have received during my tenure, and I cherish the relationships I have built with my colleagues. I will do my utmost to ensure a smooth transition during my remaining time here.

Thank you for your understanding. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]