

[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 has not come easily, but after careful consideration, I believe it is necessary for my emotional well-being. I appreciate the opportunities I have received during my time here and am grateful for the support from you and my colleagues.

I am committed to ensuring a smooth transition and will do my best to complete my responsibilities and assist in transferring my duties.

Thank you again for the support and guidance throughout my tenure. I hope to stay in touch and wish everyone at [Company's Name] continued success.

Sincerely,
[Your Name]