

[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 was not made lightly. I have found the work environment to be increasingly stressful, and I feel that this is impacting my overall well-being. It is in my best interest to seek opportunities that align better with my personal and professional goals.

I am grateful for the opportunities and experiences I have gained during my time with [Company's Name]. I appreciate your support and understanding as I make this transition.

Please let me know how I can help during this period.

Sincerely,
[Your Name]