

Formal Resignation Letter Citing Mental Health Concerns

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Their Job Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes after careful consideration of my current situation and in recognition of the need to prioritize my mental health and overall well-being. While I have greatly appreciated the opportunities for growth and the support I have received during my time with the company, I have determined that stepping down at this time is necessary for my personal health.

I am grateful for the valuable experiences, mentorship, and encouragement provided to me during my tenure. Please let me know how I can help facilitate a smooth transition, including training or supporting my replacement during my notice period.

I hope to maintain a positive relationship going forward and appreciate your understanding in this matter.

Sincerely,
[Your Name]