

Resignation Letter Template: Immediate Effect “ Mental Health Concerns

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], with immediate effect, due to urgent and ongoing mental health concerns.

This was not an easy decision, as I have greatly valued the opportunity to work with you and the team. However, after careful consideration and upon the advice of my healthcare provider, I must prioritize my well-being and step away from my professional duties to focus on my recovery.

I sincerely apologize for any inconvenience my sudden departure may cause. I am willing to assist in the transition process as much as possible under the circumstances, and I am available to hand over any outstanding tasks or information required to help minimize any disruption.

I want to express my gratitude for the support and opportunities I have received during my time at [Company Name]. I hope to remain in touch and wish the company continued success.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]