

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

[Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

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

This decision was not made lightly, as I have thoroughly enjoyed my time with the company and am grateful for the opportunities and support I have received. However, after much consideration, I have decided to step down for personal reasons related to my mental health. Prioritizing my well-being at this time is essential, and I believe this choice will allow me to focus on self-care and recovery.

I am committed to ensuring a smooth transition and would be happy to assist in the handover of my responsibilities over the coming weeks. Please let me know how I can help during this period.

Thank you again for your understanding and support. I have valued my experience at [Company Name] and hope to remain in touch moving forward.

Sincerely,
[Your Name]