

Resignation Letter Template for Mental Health Reasons

[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 Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, but after careful consideration, I believe it is necessary for me to prioritize my mental health and well-being at this time. I am grateful for the opportunities, support, and experiences I have gained while working here, and I appreciate the chance to contribute to the team.

I am committed to ensuring a smooth transition, and I am happy to assist in any way I can throughout my notice period. I kindly request your understanding and respect regarding my privacy during this challenging time.

Thank you once again for your guidance and support. I hope to stay in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]