

Simple Resignation Letter Format for High Workload Stress

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

This decision has not been easy, but after careful consideration, I have concluded that the current workload has become overwhelming and is affecting my overall health and well-being. To properly attend to my personal welfare, I believe it is best to step down from my role.

I am sincerely grateful for the opportunities and support I have received during my time with the company. I appreciate your understanding and hope that my notice allows for a smooth transition.

Please let me know how I can assist during the notice period. Thank you for your understanding.

Sincerely,
[Your Name]