

# Resignation Letter Template: Work-Life Balance

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

This decision has not been easy, as I have greatly valued my time here and the many opportunities for growth and development that [Company Name] has provided me. However, after careful consideration, I have decided to step down in order to focus on improving my work-life balance and overall well-being. The demands of my current role, though rewarding, have made it challenging for me to maintain the necessary balance between my professional responsibilities and personal life.

I am grateful for the support and encouragement I have received from you and my colleagues during my tenure at [Company Name]. I hope to remain in touch, and I look forward to following the company's continued success in the future.

I am committed to making this transition as smooth as possible and will gladly assist in training my replacement or ensuring that my duties are covered during my notice period.

Thank you again for understanding, and for the positive experiences I have had while working at [Company Name].

Sincerely,  
[Your Name]