

Short Resignation Letter Template for Overwhelming Job Pressure

[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 date].

This has not been an easy decision, but after careful consideration, I find that the level of pressure and workload has become overwhelming, making it challenging for me to maintain a healthy work-life balance.

I am grateful for the opportunities and experiences I have gained during my time here, and I appreciate your support and guidance.

I will do my best to ensure a smooth transition and assist in handing over my responsibilities over the coming weeks.

Thank you for your understanding.

Sincerely,

[Your Name]