

Formal Resignation Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective two weeks from today, [Last Working Day, e.g., July 14, 2024].

This has been a difficult decision to make, but after careful consideration, I have decided that it is in the best interest of my mental health and well-being to step down from my role. The work-related stress I have experienced has begun to significantly affect my personal health, and I feel it is necessary to take time to focus on recovery and self-care.

I am grateful for the opportunities and support I have received during my tenure at [Company Name]. I value the experience and skills I have gained working with such a dedicated team, and I appreciate your understanding regarding my decision.

During the remainder of my time here, I am committed to ensuring a smooth transition. Please let me know how I can assist in handing over my responsibilities or training a replacement.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]