

# Resignation Letter Due to Job Burnout and Exhaustion

[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 two weeks from today, [Last Working Day].

After considerable reflection, I have come to this decision due to ongoing burnout and work-related exhaustion, which have significantly impacted my well-being and ability to maintain the standards of productivity and engagement I strive for. Despite efforts to manage these challenges, I believe it is in the best interest of both myself and the company that I take this step to prioritize my health and recovery.

I am grateful for the valuable experiences and opportunities I have gained during my time at [Company Name]. I appreciate your guidance and support and will do my utmost to ensure a smooth transition, including completing outstanding projects and assisting in the handover of my responsibilities.

Thank you for your understanding and respect regarding this decision. I hope our paths may cross again under better circumstances.

Sincerely,  
[Your Name]