

Polite Resignation Letter Sample Mentioning Excessive Work Demands

[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, e.g., July 14, 2024]. This decision was not made lightly, and comes after careful consideration of my current situation.

I would like to express my sincere gratitude for the opportunities and support I have received during my time here. I have greatly valued the chance to work with a talented team and contribute to the company's goals.

However, I have found the increasing demands of the workload to be overwhelming and challenging to balance with my personal responsibilities. Despite my best efforts to manage these expectations, I have realized that this situation is not sustainable for me long-term.

My intention is to ensure a smooth transition, and I am happy to assist in training my replacement or to help delegate my current responsibilities during my notice period.

Thank you once again for the mentorship, opportunities, and experiences. I hope to stay in touch and wish [Company Name] continued success.

Sincerely,
[Your Name]