

# RESIGNATION LETTER DUE TO HEALTH AND STRESS

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\_\_\_\_\_[Your Name]  
\_\_\_\_\_[Your Address]  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ [City, State Zip]  
\_\_\_\_\_[Your Phone]  
\_\_\_\_\_[Your Email]

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_[Recipient Name]  
\_\_\_\_\_[Recipient Title]  
\_\_\_\_\_[Company Name]  
\_\_\_\_\_[Company Address]  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ [City, State Zip]

Dear \_\_\_\_\_ [Recipient Name],

Please accept this letter as formal notice of my resignation from the position of \_\_\_\_\_  
[Your Current Job Title] at \_\_\_\_\_ [Company Name], effective (Check one):

- immediately.
- \_\_\_\_\_, 20\_\_\_\_ [Your Last Day].
- other: \_\_\_\_\_ [e.g., two weeks from today].

After thoughtful consideration, I have made the decision to resign from my position to prioritize my health and well-being, as managing stress has become necessary for me at this time.

I am deeply grateful for the opportunities for growth and development that I have experienced during my time at \_\_\_\_\_ [Company Name]. Your guidance and support have been invaluable, and I will carry the lessons I've learned here with me throughout my career.

During the transition, I am committed to ensuring a smooth handover of my responsibilities.

I'll remain available at \_\_\_\_\_ [Your Email] or \_\_\_\_\_ [Your Phone Number] after my departure, should you need any further assistance.

I wish you and \_\_\_\_\_ [Company Name] continued success.

Sincerely,

\_\_\_\_\_[Your Signature]  
\_\_\_\_\_[Your Name]

