Date

Name

Address

Dear Ms. Emily,

I am writing this letter as formal resignation from my ABC position in XYZ limited. My last day of service would be 30th March 20XX.

I have been working for your company for the last five years and have experienced great opportunities and learning. However, when I got promoted from my last position to the current one, the work pressure increased as well. I tried to cope and even sought managerial help to provide me with additional staff. I did not receive any help due to the cost-cutting the company has been going through. With time, my stress level increased to the extent that I am taking counseling sessions these days.

I apologize for such an immediate resignation, but my doctor has suggested leaving my current job instantly, as it is badly affecting my mental health and stress levels.

Please consider the month of March as my notice period, as I will not continue work after this month.

I understand my department has commitments toward several projects right now, and my immediate resignation may cause issues. Therefore, any of my colleagues can contact me at any time on [X]. I will try to provide help as much as I can.

Thank you for understanding.

Regards,

John Wilson.