Date:

Sender's name:  
Address of the sender:  
Recipient's name:  
Address of the recipient:

**Subject: Immediate resignation due to stress at work**

Dear Mr. (mention the name of the manager),

Please accept this letter as a formal resignation from my side from the ABC Company from the position of sales manager effective from 1st Jan, 20XX. I am regretful on not being able to give the prior notice of two week as per the employment contract.

I am compelled to resign from the company due to excessing stress at workplace that is draining me continuously. I have been going through serious mental breakdown because of not being able to meet deadlines, attend meetings and complete my work. This has really impacted my work and personal life and I fear that if I didn’t leave my job immediately, my mental state will worsen. Due to this, I have left me no option but to leave the job.

I would like to take this opportunity to say thanks to you for being my employer and supervising me and guiding me at every step which has helped me a lot to grow in my career.

Regards,

Signatures of the sender

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