

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Resignation Letter**

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date].

This decision was not an easy one to make, but due to unforeseen financial circumstances, I find it necessary to step down from my role. I am grateful for the opportunities I've had during my time at [Company's Name] and for the support of my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities appropriately in my remaining time here.

Thank you once again for the opportunity to be a part of your team. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]