

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day Date]. This decision has not come easily; however, due to ongoing income limitations and personal financial circumstances, I believe it is in my best interest to pursue opportunities that align more closely with my financial needs.

I am grateful for the experiences I've had and the support I've received during my time at [Company's Name]. I appreciate the skills and knowledge I have gained, and value the relationships I've built with my colleagues.

I will do my utmost to ensure a smooth transition in the coming weeks. Please let me know how I can assist during this time.

Thank you once again for the opportunity.

Sincerely,

[Your Name]