

Resignation Letter

[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 above].

Due to unforeseen economic constraints, I find it necessary to step down from my role. This decision was not made lightly, as I have greatly valued my time at [Company's Name] and the opportunities for professional development that I have received.

I am committed to ensuring a smooth transition and will do everything possible to assist in handing off my responsibilities before my departure.

Thank you for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]