

# 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]

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 recent budgeting issues, I have had to make the difficult decision to step back from my role. This decision was not made lightly, and I truly appreciate the opportunities I have had at [Company's Name].

Thank you for your understanding and support during this time. I hope to maintain a positive relationship and wish the best for the company moving forward.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]