

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].

This decision was not made lightly, but due to ongoing financial struggles, I find that I am unable to continue in my current role. I am grateful for the opportunities I have had to grow and develop professionally during my time here.

I appreciate your understanding and support during this challenging time. I am committed to ensuring a smooth transition and will do everything possible in my remaining time to hand over my responsibilities effectively.

Thank you again for the opportunity to be a part of [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]