

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 has been a difficult decision for me, but due to ongoing monetary challenges, I find it necessary to step away from my role.

I am truly grateful for the opportunities I have had during my time here and appreciate the support and guidance you have provided. I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]