

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 hardships, I find myself in a situation where I must prioritize my financial stability, and as a result, I regret that I can no longer continue my employment with your organization.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with my colleagues and appreciate the support I've received.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in the transfer of my responsibilities during my remaining time here.

Thank you for your understanding.

Sincerely,

[Your Name]