

# Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have come to this decision due to financial burdens that have arisen in my personal life. Regrettably, I find that I must prioritize my financial stability at this time. This has been a difficult choice, as I have greatly valued my time at [Company Name] and the relationships I have built here.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities to my colleagues during my remaining time. I appreciate all the opportunities I've received and hope to stay in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]