

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 has not been easy, but due to the ongoing economic instability and its impact on my financial circumstances, I believe it is in my best interest to pursue other opportunities.

I want to express my gratitude for the opportunities I have had while working at [Company's Name]. I have learned a great deal and have enjoyed collaborating with my colleagues. I will ensure a smooth transition during my remaining time at the company.

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

Sincerely,

[Your Name]