

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].

Due to unforeseen financial strain, I have made the difficult decision to step down from my role. This was not an easy choice, as I have greatly enjoyed working with you and the team, and I am grateful for the opportunities I have had during my time here.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to assist in the handover of my responsibilities.

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

Sincerely,
[Your Name]