

# 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 decision has not come easy, but due to ongoing economic pressures and personal financial considerations, I find it necessary to move on and explore new opportunities that better align with my current circumstances.

I am grateful for the support and opportunities that I have received during my time at [Company's Name]. I have enjoyed working with you and the team and appreciate the chances I had to grow both personally and professionally.

I will do my best to ensure a smooth transition and will assist in handing over my responsibilities over the next few weeks.

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]