

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

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].

This decision has not been easy. However, due to ongoing economic struggles that have impacted my personal circumstances, I believe it is necessary for me to pursue other opportunities. I have appreciated the chance to be part of [Company Name] and am thankful for the support I have received during my time here.

I am committed to making this transition as smooth as possible. Please let me know how I can help during this period.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch, and I wish the company future success.

Sincerely,

[Your Name]