

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company's Name]

[Company 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, however, due to unforeseen financial hardships, I find myself in a position where I need to prioritize my financial well-being.

I am truly grateful for the opportunities I have received during my time at [Company's Name]. The support from you and my colleagues has been invaluable, and I will always cherish my experiences here.

I will ensure a smooth transition and would be more than willing to assist in the handover of my responsibilities in the coming weeks.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]