

# 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 easily, but due to the current fiscal challenges facing the company, I believe this is the best course of action for my career.

Throughout my time at [Company's Name], I have grown both personally and professionally, and I am truly grateful for the opportunities I have been given. I will do my best to ensure a smooth transition in the coming weeks.

Thank you for your understanding. I wish you and the company all the best as you navigate these challenging times.

Sincerely,

[Your Name]