

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

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 was not an easy one to make, as I have thoroughly enjoyed working with you and my colleagues. However, due to personal financial issues that require my immediate attention, I must take this step.

I am grateful for the opportunities I have received during my time at [Company Name]. I appreciate the support I've received from you and the team, and I hope to stay in touch in the future.

Thank you for your understanding.

Sincerely,
[Your Name]