

# 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 inadequate financial support and resources to fulfill my roles and responsibilities effectively, I find it necessary to seek opportunities elsewhere that align better with my financial needs and professional goals.

I am grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support from my colleagues. I hope to remain in touch moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]