

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy for me, and it comes after careful consideration of the recent budgetary constraints our company has faced. I believe that these financial challenges will continue to affect my role and the team's ability to function effectively. As much as I value my time with [Company's Name] and the opportunities I have had, I feel that it is in my best interest to explore new opportunities.

I am committed to ensuring a smooth transition and will do everything necessary to hand over my responsibilities effectively before my departure.

Thank you for the support and guidance you have provided me during my time at the company. I hope to stay in touch and wish [Company's Name] much success in the future.

Sincerely,

[Your Name]