

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].

Due to personal circumstances, I have decided to take a step back in these challenging economic times. This decision was not made lightly, as my time at [Company's Name] has been incredibly rewarding and has contributed significantly to my professional growth.

I am grateful for the opportunities I have received and for the support provided by you and my colleagues. I will do everything possible to ensure a smooth transition of my responsibilities.

Thank you once again for the experience and support. I hope to keep in touch in the future.

Sincerely,

[Your Name]