

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 I feel it is necessary given my growing concerns regarding the stability of the company during these challenging times.

Over the past few months, I have observed multiple indicators that suggest a downturn affecting not only our department but the organization as a whole. Despite my strong commitment to our team and the projects we have been working on, I believe that it is essential for me to prioritize my career and seek opportunities in a more stable environment.

I want to express my sincere gratitude for the support and mentorship I have received during my time here. I have learned a great deal, and I will always appreciate my experiences at [Company's Name]. I hope to stay in touch as I move forward in my career.

Thank you for your understanding. I am committed to ensuring a smooth transition and will assist in any way possible during my remaining time with the company.

Sincerely,

[Your Name]