

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. It is with a heavy heart that I submit my resignation from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

As you are aware, the ongoing industry recession has significantly impacted our company and my role within it. After careful consideration, I believe that stepping down is the best decision for my personal and professional growth during these uncertain times.

I am grateful for the opportunities I have had while working with [Company Name] and for the support from you and my colleagues. I have enjoyed being part of the team and appreciate the experiences I have gained.

I will do my best to ensure a smooth transition during my remaining time here and will complete any outstanding tasks. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay connected and wish [Company Name] success in navigating these challenging times.

Sincerely,

[Your Name]

[Your Position]