

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 comes as a result of the current economic pressures that have significantly impacted my personal circumstances.

This was not an easy decision to make, as I have greatly valued my time at [Company's Name] and have appreciated the opportunities for growth and development I have received during my tenure.

Please let me know how I can assist during the transition period. I hope to leave my responsibilities in good order for my colleagues.

Thank you for your understanding.

Sincerely,

[Your Name]