

# Resignation Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Due to the current market instability and the impact it has had on my role and personal circumstances, I have made the difficult decision to pursue other opportunities. This was not an easy choice, and I greatly appreciate the opportunities I have had to contribute to the team and grow professionally during my time at [Company Name].

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your understanding and support. I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]