

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 the ongoing market difficulties and their impact on my role and the company, I feel it is in my best interest to pursue other opportunities. This decision was not taken lightly, as I have greatly valued my time at [Company's Name] and the experiences I have gained here.

I am committed to ensuring a smooth transition over the next few weeks and will do everything I can to hand off my responsibilities effectively.

Thank you for the support, guidance, and opportunities I have received during my time at [Company's Name]. I hope to stay in touch.

Sincerely,

[Your Name]