

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].

Due to the ongoing economic decline and its impact on the company, I have made the difficult decision to step down. This decision was not easy, as I have enjoyed working with the team and contributing to our projects. However, I believe this is the best course of action for my personal and professional growth at this time.

I am committed to ensuring a smooth transition and will assist in transferring my responsibilities over the coming weeks. Thank you for the opportunities I have had during my time at [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Name]