

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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]. This decision comes after careful consideration due to the recent decline in business, which has impacted my role and responsibilities.

It has been a privilege to work with such a talented team, and I am grateful for the opportunities I've had during my time here. I truly hope that [Company Name] can navigate this challenging period successfully.

I am committed to ensuring a smooth transition and will do everything I can to hand over my duties effectively.

Thank you for the support and guidance you have provided me throughout my tenure at [Company Name]. I wish you and the company all the best for the future.

Sincerely,
[Your Name]