

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 has not come easily, but due to ongoing economic hardships, I find it necessary to step away from my role. The current financial circumstances have made it increasingly difficult for me to meet my personal obligations.

I am grateful for the opportunities I've had during my tenure at [Company Name] and for the support from you and my colleagues. I hope to maintain professional relationships in the future.

Thank you for your understanding, and I wish [Company Name] continued success.

Sincerely,

[Your Name]