

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].

It is with a heavy heart that I submit my resignation, as I have greatly appreciated the opportunities and experiences I've gained while working with such a talented team. However, due to unforeseen fiscal constraints and the current economic climate, I have decided to pursue a different career path that aligns more closely with my financial needs.

I will ensure a smooth transition during my remaining time and will do my best to complete any ongoing projects and assist in the onboarding of my successor.

Thank you for your understanding and support throughout my tenure. I hope to stay in touch and wish you and the company continued success.

Sincerely,

[Your Name]