

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].

After careful consideration, I have decided to step down due to ongoing financial instability that has made it difficult for me to continue in my current role. This was not an easy decision, as I have greatly appreciated the opportunities for growth and collaboration I have experienced here.

Thank you for your understanding and support during this time. I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Sincerely,

[Your Name]