

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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].

This decision has been incredibly difficult for me, but due to continued economic limitations, I find myself unable to sustain my current position. Despite my dedication to the team and the work we do, I must prioritize my financial well-being.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support from you and my colleagues. I will do everything I can to ensure a smooth transition during my remaining time.

Thank you for your understanding.

Sincerely,

[Your Name]