

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[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 comes after careful consideration, particularly in light of the recent budget cuts that have significantly affected our department. I believe it is in my best interest to explore new opportunities that align with my career goals and aspirations.

I want to express my gratitude for the experiences and opportunities I have had while working at [Company's Name]. I appreciate the support from you and my colleagues during my time here.

I am committed to ensuring a smooth transition and will do my best to complete outstanding tasks and assist in transferring my responsibilities before my departure.

Thank you for your understanding. I hope to stay in touch in the future.

Sincerely,

[Your Name]