

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].

Due to recent changes in my income, I have reevaluated my financial situation and have come to the difficult decision to resign. This was not an easy choice, as I have greatly appreciated my time at the company and the opportunities I have had to grow both personally and professionally.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for your understanding and support. I am grateful for the experiences I have had and the relationships I have built during my time at [Company's Name].

Sincerely,

[Your Name]