

[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]. This decision was not easy and comes after careful consideration of my personal financial circumstances. I have genuinely enjoyed my time at [Company's Name] and appreciate the opportunities for professional and personal growth that have been provided to me.

I am committed to making this transition as smooth as possible and will do everything I can to assist in transferring my responsibilities.

Thank you for your understanding. I hope to maintain a positive relationship moving forward.

Sincerely,
[Your Name]