

## Resignation Letter Sample: Personal Financial Reasons

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not been easy, but after careful consideration, I have concluded that I must step down from my role due to personal financial reasons. I believe this is the best course of action for my personal circumstances at this time.

I am grateful for the opportunities, guidance, and experiences I have gained while working at [Company Name]. I truly appreciate the support from you and the team during my tenure.

During my notice period, I am committed to ensuring a smooth transition and will do everything possible to assist in the handover of my responsibilities.

Thank you again for your understanding and support. I hope to maintain our positive relationship in the future.

Sincerely,  
[Your Name]