

Exit Letter

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally announce my resignation from [Company Name] effective [Last Working Day] due to the recent decision of corporate shutdown.

This decision has been difficult for me, as I have greatly valued my time at [Company Name] and the opportunities for personal and professional growth. I appreciate the support and guidance I received during my tenure.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship and look forward to staying in touch.

Thank you for everything.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]