

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].

After careful consideration, I have decided to step down due to the recent structural merger changes that have impacted my role and the overall direction of the company. This decision was not easy, but I believe it is the best course of action for my professional growth.

I would like to express my gratitude for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance I received from you and the team.

During my remaining time, I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]