

# 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].

The recent merger and subsequent restructuring have led me to reassess my career path and future aspirations. After careful consideration, I have decided to pursue other opportunities that align more closely with my professional goals.

I am grateful for the experience and support I have received during my time at [Company's Name]. It has been a pleasure working with you and the team.

I will ensure a smooth transition of my responsibilities before my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Name]