

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager'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 comes as a result of the recent acquisition of the business, and after careful consideration, I have decided to pursue new opportunities that align more closely with my career goals.

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. I have learned a great deal and will always appreciate the support and camaraderie of my colleagues.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in training a replacement if needed.

Thank you once again for the opportunities provided to me. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]