

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

[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 in light of the recent merger and the significant changes it brings to our organization.

While I appreciate the new opportunities that may arise from this merger, I have reflected on my career goals and have decided to pursue a different path that aligns more closely with my aspirations.

I want to express my gratitude for the opportunities I have had during my time at [Company Name]. I have enjoyed working with my colleagues and appreciate all the support I've received.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you for your understanding. I wish [Company Name] continued success in this new chapter.

Sincerely,
[Your Name]