

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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]. This decision comes as a result of the recent business consolidation, which has led to changes that impact my role within the company.

I have appreciated the opportunities for professional development and the chance to work with a talented team during my time here. I am grateful for the support and guidance I have received and will carry this experience forward in my career.

During my remaining time, I am committed to ensuring a smooth transition and will assist in transferring my responsibilities. Please let me know how I can help during this process.

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

Sincerely,

[Your Name]