

[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]

Subject: Resignation Notice

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 corporate amalgamation, which has prompted me to pursue new opportunities that align with my career aspirations.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I appreciate the support and guidance provided to me by the management and my colleagues. I have learned and grown significantly in this role.

Please let me know how I can help during the transition period. I wish [Company's Name] continued success in the future.

Thank you once again for everything.

Sincerely,

[Your Name]