

[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 leadership restructuring within the organization.

While I have genuinely enjoyed my time at [Company's Name] and appreciate the opportunities provided to me, I feel that this change has led me to reconsider my professional goals and direction.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively during my remaining time.

Thank you for the support and encouragement throughout my tenure. I hope to keep in touch, and I wish you and the team all the best going forward.

Sincerely,

[Your Name]