

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 company restructuring, which has prompted me to reassess my career goals and aspirations.

It has been a great privilege to work with such a talented team and to contribute to our projects. I am grateful for the opportunities I've had here to grow both personally and professionally.

I am committed to ensuring a smooth transition and will do everything possible to assist during this period.

Thank you for your understanding. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,
[Your Name]