

[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 Letter**

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 amidst the recent corporate restructuring that has led to significant changes in our team. After careful consideration, I believe it is in my best interest to pursue new opportunities that align with my career goals.

I appreciate the opportunities for professional and personal development that you have provided during my time at [Company's Name]. I am grateful for having had the chance to work with a talented team and for your guidance.

I will ensure a smooth transition and will happily assist in the handover of my responsibilities. Please let me know how I can help during this process.

Thank you once again for your support and understanding. I look forward to staying in touch and wishing everyone at [Company's Name] continued success.

Sincerely,

[Your Name]