

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 has not come easy, especially in light of the recent company reorganization.

As you know, the changes within the company have prompted me to reevaluate my career goals and aspirations. After careful consideration, I believe it is in my best interest to pursue new opportunities that align with my career path.

I want to express my gratitude for the support and guidance I have received during my time here. I have greatly enjoyed working with you and the entire team.

During my remaining time at [Company Name], I am committed to ensuring a smooth transition. Please let me know how I can help facilitate this process.

Thank you once again for the opportunity to be a part of [Company Name]. I look forward to staying in touch.

Sincerely,

[Your Name]