

# Voluntary Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally announce my voluntary resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes during the company's restructuring phase, which I understand has been a challenge for all of us. After careful consideration, I believe it is in my best interest to pursue new opportunities at this time.

I want to express my gratitude for the opportunities I've had during my tenure with the company. I appreciate the support from you and the team throughout this journey.

Please let me know how I can assist during the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I wish the company continued success in the future.

Sincerely,

[Your Name]