

# 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 resign from my position at [Company's Name] as of [Last Working Day, typically two weeks from the date above]. This decision is taken as a proactive measure in light of the recent discussions regarding potential redundancies within the company.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support of my colleagues. I wish the company continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]