

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], effective [Last Working Day, typically two weeks from the date above].

Due to the anticipated redundancy in our department, I believe it is in my best interest to seek new opportunities. This decision was not made lightly, and I am grateful for the support and experiences I have gained during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you for the opportunities for personal and professional development that you have provided me. I hope to stay in touch and wish [Company's Name] all the best in the future.

Sincerely,

[Your Name]