

[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]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective immediately. This decision comes in light of the impending redundancy announced recently, which has prompted me to consider my future and career goals.

I appreciate the opportunities I have had while working here and wish the company continued success moving forward. Please let me know if there's anything I can do to help facilitate the transition.

Thank you for your understanding.

Sincerely,

[Your Name]