

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

Recent discussions surrounding potential redundancies have prompted me to reflect on my career path and stability. While I appreciate the opportunities I have had at [Company's Name], I believe that seeking new challenges will provide me with a more secure and stable career trajectory amidst the current uncertainties.

Thank you for the support and guidance I have received during my time here. I am committed to ensuring a smooth transition and will do everything I can to facilitate this process in the coming weeks.

Wishing [Company's Name] continued success.

Sincerely,

[Your Name]