

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

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]. This decision has not come lightly, especially in light of the current discussions regarding potential redundancies within the company.

While I have valued my time at [Company's Name] and the opportunities for personal and professional growth, I believe it is in my best interest to move on at this time. Please know that my decision is rooted in careful consideration of my future and career goals.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process during my remaining time.

Thank you for the support and opportunities I have received during my time here. I hope to maintain our professional relationships moving forward.

Sincerely,

[Your Name]