

Resignation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Due to the pending changes within the organization and potential redundancy risks that may affect my role, I believe this decision is in the best interest of both myself and the company. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in training a replacement if necessary.

I appreciate the opportunities for professional and personal development that you have provided during my time at [Company Name]. I have enjoyed working with you and the team, and I hope to stay in touch moving forward.

Thank you for your understanding.

Sincerely,
[Your Name]