

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]. I have made this decision in light of the recent discussions regarding potential redundancies within the organization.

It has been an honor to work with you and the team, and I appreciate the opportunities for personal and professional growth you have provided me during my time at [Company's Name]. I will ensure that all my responsibilities are managed effectively during my notice period to facilitate a smooth transition.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]