

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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]. In light of the current situation regarding potential redundancy, I believe it is in my best interest to transition before any official changes take place.

I have greatly appreciated having the opportunity to work with you and the team, and I am grateful for the support and guidance I have received during my tenure. I am committed to making this transition as smooth as possible and will do everything I can to assist during my final weeks.

Thank you for your understanding. I hope to stay in touch in the future, and I wish [Company's Name] all the best.

Sincerely,

[Your Name]