

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].

The recent merger integration has led to significant changes within the company, and after careful consideration, I have decided to pursue an opportunity that aligns more closely with my career goals.

I want to express my gratitude for the support and opportunities provided during my time at [Company's Name]. I am committed to ensuring a smooth transition and will do my best to complete outstanding tasks and assist in training my replacement.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish you and the team continued success.

Sincerely,

[Your Name]