

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

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 comes amidst the recent company reorganization and the changes it brings regarding my role.

I want to express my sincere gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with my colleagues and contributing to our projects.

I will do everything possible to ensure a smooth transition in the coming weeks. Please let me know how I can assist during this time.

Thank you once again for your guidance and support. I wish you and the company continued success in the future.

Sincerely,

[Your Name]