

Resignation Letter

[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]

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 after careful consideration of the recent corporate restructuring and its impact on my role within the organization.

While I have greatly valued my time with the company and the opportunities for professional growth, I believe this is the best course of action for my career at this juncture. I am grateful for the experiences I've had and the relationships I've built during my tenure.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process during my remaining time.

Thank you for the support and guidance throughout my time at [Company's Name]. I hope to stay in touch in the future.

Sincerely,

[Your Name]