

# Resignation Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes in light of the recent corporate consolidation with [New Company Name].

It has been a privilege to work with such a talented team and to contribute to the exciting projects at [Company Name]. I am grateful for the opportunities I have had for personal and professional growth and will always cherish the memories and experiences from my time here.

In the coming weeks, I will ensure a smooth transition and assist in handing over my responsibilities. Please let me know how I can help during this process.

Thank you once again for the support and opportunities you have provided me. I look forward to staying in touch in the future.

Sincerely,

[Your Name]