

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 two weeks from today, [Last Working Day, Date]. This decision comes in light of the recent merger announcements, which have led me to reassess my career goals and direction.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have learned and grown professionally, and I appreciate your support and leadership.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in transferring my responsibilities.

Thank you once again for your understanding. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]