

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].

After careful consideration, I have decided to step down due to the current business consolidation that has significantly impacted my role and the dynamics of the workplace. While I have appreciated the opportunities to grow and contribute to the team, I believe this decision is best for my professional future.

Thank you for the support and guidance you have provided me during my time here. I wish you and the rest of the team all the best during this transition.

Sincerely,

[Your Name]