

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

After the recent acquisition announcement, I have taken some time to evaluate my career path and future goals. This decision was not made lightly, as I truly value the experiences I have gained and the relationships I have built during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything I can to hand off my responsibilities effectively. Thank you for the opportunities I've had during my tenure, and I wish the company continued success in the future.

Sincerely,

[Your Name]