

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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]. This decision comes as a result of the recent merger, which has led me to rethink my career path and future opportunities.

I am grateful for the experiences I have had while working at [Company's Name] and appreciate the support and guidance from you and my colleagues during my time here. I value the relationships I have built and the knowledge I have gained.

I am committed to making this transition as smooth as possible. Please let me know how I can help during the handover process.

Thank you for the opportunity to be a part of [Company's Name]. I wish you and the company continued success in the future.

Sincerely,

[Your Name]