

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 follows the recent restructuring within the company, which has prompted me to reassess my professional goals.

I am grateful for the opportunities I've had during my time at [Company Name]. I have enjoyed working with you and the team, and I appreciate all the support and guidance I've received.

Please let me know how I can help during the transition. I hope to maintain a positive relationship moving forward and wish [Company Name] continued success.

Thank you for understanding.

Sincerely,
[Your Name]