

# Resignation Letter

Date: [Insert 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 [Last Working Day, typically two weeks from the date above], due to the recent organizational changes that have significantly altered my role.

This decision was not made lightly, as I have greatly appreciated the opportunities I have had to grow and contribute to the team. However, I feel that I must pursue new challenges that align more closely with my career aspirations.

Thank you for your understanding and support during this transition. I hope to maintain our professional relationship in the future.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]