

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration of the recent departmental restructuring and the changes it brings.

Working at [Company's Name] has been a valuable experience for me, and I appreciate the opportunities I've had to grow and develop my skills. However, I believe that this is the right time for me to pursue other opportunities that align more closely with my career goals.

I will ensure a smooth transition of my responsibilities and am happy to assist in training my replacement during my remaining time at the company.

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]