

Your Name

Your Address

City, State, Zip

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, Zip

Subject: Resignation Letter

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 comes after careful consideration in light of the recent team realignment.

While I have greatly enjoyed my time with the company and have appreciated the opportunities for professional development, I believe it is in my best interest to pursue new challenges aligned with my career goals.

Thank you for the support and guidance during my tenure. I wish the team and the company continued success in the future.

Sincerely,

[Your Name]