

[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]

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 has not been made lightly, but recent restructuring decisions within the organization have led me to reevaluate my role and future at the company. While I have appreciated my time here, I believe that it is in my best interest to pursue new opportunities that align more closely with my career goals.

I am grateful for the support and opportunities I have received during my time at [Company's Name]. I will do my best to ensure a smooth transition during my notice period and help wherever I can.

Thank you for your understanding. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]