

[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 Notice

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 come as a result of the recent changes in the company structure, which have prompted me to reevaluate my role and career path. I believe that my professional goals align more closely with opportunities outside of [Company's Name] at this time.

I want to express my sincere gratitude for the support and opportunities I have received during my time here. I have enjoyed working with you and the team, and I appreciate the experiences and growth I have gained while being part of [Company's Name].

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]