

Resignation Letter

[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]. This decision has not been easy, particularly in light of the recent team reorganization.

While I value my time at [Company's Name] and appreciate the opportunities I have been given, I believe that the changes to our team structure do not align with my career aspirations moving forward.

I want to express my gratitude for the support and guidance I have received during my tenure. I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively.

Thank you once again for everything. I look forward to keeping in touch, and I wish the team continued success.

Sincerely,

[Your Name]