

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Subject: Resignation Due to Sector Contraction

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 comes as a result of the recent contraction in our sector, which has significantly impacted our business operations.

Working at [Company's Name] has been a valuable experience, and I am grateful for the opportunities I have had to contribute to our projects and collaborate with a talented team. However, due to the ongoing changes in the industry, I believe it is best for me to seek new opportunities that align with my career goals.

I am committed to ensuring a smooth transition and will do my best to complete any outstanding work and assist in the handover process over the coming weeks.

Thank you for your understanding and support during this time. I hope to keep in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]