

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 comes after careful consideration following the recent departmental restructuring.

While I have greatly valued my time at [Company's Name] and appreciate the opportunities I've had to grow and contribute, the changes have led me to reassess my career goals and aspirations.

I am committed to ensuring a smooth transition and will do my utmost to wrap up my duties and assist during this period. Thank you for your understanding and support.

Sincerely,

[Your Name]