

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes in light of the recent departmental modifications which have reshaped my role and responsibilities.

While I appreciate the opportunities I have had during my time at [Company Name], I feel that these changes have led me to reassess my career goals and direction. I believe it is best for both myself and the team that I transition into new opportunities that align more closely with my aspirations.

Thank you for your understanding and support during this change. I am committed to ensuring a smooth transition and will do everything possible to assist in handing over my responsibilities.

Sincerely,

[Your Name]