

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, typically two weeks from the date above]. This decision comes in light of the recent internal changes within the organization.

While I truly appreciate the opportunities I have had at [Company's Name] and the support from the team, I believe it is in my best interest to pursue other avenues that align more closely with my professional goals.

I am committed to ensuring a smooth transition and will do everything I can to complete my tasks and train my replacement before my departure.

Thank you for the opportunities for growth and development you have provided me during my tenure. I look forward to keeping in touch and wish the team all the best in the future.

Sincerely,

[Your Name]