

[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 as [Your Job Title] at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

After careful consideration, I have decided to resign due to the recent departmental realignment. While I appreciate the opportunities I've had during my time at [Company's Name], I believe that the changes within the department have influenced my decision to pursue new challenges that align more closely with my career goals.

Thank you for the support and guidance you have provided during my tenure. I am truly grateful for the experiences I've gained and the relationships I've built here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities. Please let me know how I can assist during this time.

Sincerely,

[Your Name]