

[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 has come as a result of the recent organizational adjustments that have taken place within the company.

I am grateful for the opportunities I have received during my time here and appreciate the support I have had from you and my colleagues. The experiences I have gained have been invaluable, and I will cherish the relationships I have built.

Please let me know how I can assist during the transition over the next few weeks. I hope to leave my responsibilities in good order for my successor.

Thank you once again for everything. I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]