

# 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]

## **Subject: Resignation Due to Organizational Realignment**

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 as a result of the recent organizational realignment and my reflection on my career goals.

While I have greatly appreciated the opportunities for personal and professional growth during my time at [Company's Name], I believe this is the right choice for my future. I am grateful for the support and guidance I have received from you and my colleagues, which has positively impacted my career.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process. Please let me know how I can help during this transition.

Thank you once again for the opportunity to be a part of [Company's Name]. I wish the team continued success and hope to stay in touch.

Sincerely,

[Your Name]