

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 as a result of the recent departmental restructuring. After careful consideration, I believe this is the best course of action for my career at this time.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I've enjoyed working with you and the team and appreciate the support and guidance you've provided.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively in the coming weeks.

Thank you once again for everything. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]