

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Resignation Due to Workforce Adjustments

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 after careful consideration of the recent workforce adjustments and my personal and professional goals.

I want to take this opportunity to express my gratitude for the support and opportunities I've received during my tenure at the company. It has been a pleasure working with such a dedicated team.

I will do everything possible to ensure a smooth transition and will assist in training my replacement if needed.

Thank you once again for the opportunities I have had at [Company's Name]. I wish the company continued success in the future.

Sincerely,

[Your Name]