

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 in light of the recent organizational changes that have been implemented.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I've greatly valued my experiences and the relationships I've built here.

Please let me know how I can assist during this transition. I wish the company continued success.

Thank you for your understanding.

Sincerely,

[Your Name]