

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]

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 today]. This decision comes as a result of the recent operational realignment within the company.

While I have enjoyed my time working with the team and appreciate the opportunities for professional development, I believe that this change necessitates a new direction for my career. I am grateful for the support and guidance I have received during my tenure here.

I will ensure a smooth transition by completing my current tasks and assisting in handover processes during my remaining time.

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

Sincerely,
[Your Name]