

Voluntary Resignation Letter During Company Restructuring

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from this date], due to the ongoing company restructuring process.

I have given this decision careful consideration and believe it is the best choice for my personal and professional growth at this time. I recognize the significant changes taking place within the organization and truly appreciate the transparency and communication provided during this period.

I am grateful for the valuable experiences and opportunities I have gained throughout my tenure with [Company Name]. I want to thank you and the entire team for your support and guidance. I have learned a great deal and will carry these lessons forward in my future endeavors.

I will do my utmost to ensure a smooth transition, including assisting with the handover of my responsibilities and training colleagues as needed. Please let me know how I can best help during this transition.

I wish [Company Name] continued success and a seamless restructuring process. Thank you once again for the opportunities and support.

Sincerely,
[Your Name]