

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision follows the recent organizational restructuring and subsequent redundancy of my role.

I want to express my genuine gratitude for the valuable opportunities and experiences I have gained during my time at [Company Name]. It has been a privilege to work alongside a talented team and contribute to the organization's goals.

I understand the necessity of the recent changes and appreciate the professionalism with which they have been managed. I am committed to supporting a smooth transition and am happy to assist in transferring my responsibilities as needed.

Thank you again for your support and leadership throughout my tenure. I look forward to staying in touch and wish [Company Name] ongoing success in the future.

Sincerely,
[Your Name]