

Resignation Letter Sample for Position Elimination During Restructure

This **resignation letter sample for position elimination during restructure** provides a professional and empathetic template for employees who need to resign due to organizational changes. It helps convey gratitude for the opportunities given, acknowledges the restructuring process, and maintains a positive tone that supports future references and relationships. This carefully crafted resignation letter ensures clear communication while respecting the company's situation and the individual's career transition.

Sample Resignation Letter

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

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

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of the recent restructuring within the company, which has led to the elimination of my role.

I want to express my sincere gratitude for the opportunities and support that [Company Name] has provided me during my tenure. I have enjoyed being part of the team and am proud of the contributions I have made alongside my colleagues.

I understand the necessity for these changes and appreciate the thoughtful approach management has taken throughout the transition process. I am committed to assisting with a smooth handover of my responsibilities and will do all I can to support the team during this period.

Thank you again for the chance to be part of [Company Name]. I look forward to keeping in touch and wish the company continued success in the future.

Sincerely,
[Your Name]