

Resignation Letter Template After Company Restructure Announcement

This **resignation letter template after company restructure announcement** provides a professional and respectful way to formally resign from your position following changes in company structure. It helps employees clearly communicate their decision while maintaining positive relationships, ensuring clarity about their last working day and gratitude for the opportunities provided. This template is ideal for individuals seeking to leave on good terms after a significant organizational transition.

Resignation Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally submit my resignation from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

Following the recent announcement regarding the company's restructuring, I have taken time to consider how these changes align with my professional goals. After careful reflection, I have decided to pursue new opportunities outside the company.

I want to express my sincere gratitude for the valuable opportunities I have had during my time at [Company Name]. I appreciate the support and guidance provided by you and the team, and I am proud of what we have accomplished together.

I am committed to making this transition as smooth as possible and will do my best to ensure a thorough handover of my responsibilities. Please let me know how I can assist during this period.

Thank you once again for everything. I wish [Company Name] and the team continued success as the organization moves forward.

Sincerely,

[Your Name]