

Resignation Letter Sample Due to Company Restructuring

Subject: Resignation Letter â€“ [Your Name]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor'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 comes after careful consideration, in light of the recent company restructuring and organizational changes.

I want to express my sincere gratitude for the opportunities and support I have received during my time at [Company Name]. Working with you and being a part of such a dedicated team has been an invaluable experience, and I am truly appreciative of the personal and professional growth I have achieved here.

I am committed to ensuring a smooth transition in my departure. Please let me know how I can assist in transferring my responsibilities or training my replacement during my notice period.

Thank you once again for the opportunity to be part of [Company Name]. I wish the team continued success as it moves forward with the new organizational structure.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]