

[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 resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from date above].

My decision to step down is primarily due to the recent restructuring within the company. While I have greatly valued my time here and the many opportunities provided to me, the organizational changes have significantly impacted my role and professional trajectory. After careful consideration, I believe this is the right moment to pursue new challenges.

I would like to express my sincere gratitude for the support, mentorship, and experiences I have gained during my tenure. Working with such a talented and dedicated team has been a privilege, and I am thankful for the knowledge and skills I have developed at [Company Name].

I am committed to ensuring a smooth transition and will do everything possible to assist with the handover of my responsibilities during my remaining time. Please let me know if there are specific tasks or documentation you would like me to prioritize.

Thank you again for the opportunities and support. I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]