

# Formal Resignation Letter Due to Company Reorganization

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

[Recipient's Name]  
[Recipient's Title/Position]  
[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].

My decision is the result of recent company reorganization, which has significantly altered my role and responsibilities. After careful consideration, I believe it is in my best interest to pursue new opportunities that align more closely with my professional goals.

I would like to express my sincere gratitude for the opportunities for personal and professional development that I have experienced during my tenure at [Company Name]. I appreciate the encouragement, support, and guidance provided to me, and I have greatly valued my time as a member of your team.

I am committed to ensuring a smooth transition and will do my utmost to assist in transferring my responsibilities, training my replacement, or addressing any outstanding tasks during my notice period.

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

Sincerely,  
[Your Name]