

# Resignation Letter Format Due to Organizational Restructuring

Date: [Insert Date]

[Recipient Name]  
[Designation]  
[Company Name]  
[Company Address]

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 organizational restructuring within the company, which has significantly impacted my role and responsibilities.

I want to express my sincere gratitude for the opportunities and support I have received during my tenure at [Company Name]. It has been a privilege to work with such a talented and dedicated team, and I have valued the professional growth and experiences gained.

I am committed to ensuring a smooth transition and am willing to assist in any way possible during this period. Please let me know how I can help to make this process as seamless as possible.

Thank you once again for the valuable experiences and the support extended to me. I look forward to staying in touch and wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]