

Employee Resignation Letter Sample for Department Restructuring

This **employee resignation letter sample for department restructuring** provides a professional and respectful template for employees to formally announce their decision to resign due to organizational changes. It emphasizes clear communication, gratitude for the opportunities provided, and a willingness to assist during the transition period, ensuring a smooth and positive departure amid departmental adjustments.

[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 the date above].

This decision comes after careful consideration following the recent department restructuring. While I understand and appreciate the company's need for change and growth, I believe this is the right time for me to pursue new opportunities.

I want to sincerely thank you and the team for the support, guidance, and opportunities I have received during my time here. It has been a pleasure working with such a dedicated group of professionals, and I am grateful for all the experiences and skills I have gained.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in training a replacement or transferring knowledge to other team members.

Once again, thank you for everything. I wish [Company Name] continued success in the future and hope to keep in touch.

Sincerely,

[Your Name]