

Resignation Letter Due to Changes in the Company

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my resignation from my position as [Your Job Title] at [Company Name]. My last day of employment will be [Last Working Day], providing a notice period of [Notice Period, e.g., two weeks] in accordance with the terms of my employment contract.

This decision has not been an easy one for me to make, as I have thoroughly enjoyed my time at [Company Name]. Over the course of my employment, I have had the privilege of working with exceptional colleagues and contributing to the growth and success of the company.

However, recent changes within the company have led to a shift in the overall work environment and organizational structure. These changes have impacted the nature of my role and the responsibilities associated with it. Regrettably, I find that my current position no longer aligns with my professional aspirations and career goals.

I want to express my sincere gratitude to the entire [Company Name] team for the support, encouragement, and opportunities provided to me during my tenure here. I have learned valuable skills and gained invaluable experiences that will undoubtedly shape my future endeavors positively.

During my notice period, I am committed to ensuring a smooth transition of my tasks and responsibilities. I am more than willing to assist in training and onboarding my successor to ensure a seamless handover.

Please let me know if there are any specific procedures or tasks that I need to follow during the notice period. I am open to discussions about this matter to ensure a successful transition.

I wish [Company Name] continued success and growth in the future. Please keep in touch, and I hope our paths cross again.

Thank you once again for everything.

Sincerely,

[Your Name]