

Subject: Resignation Notice

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective two weeks from today, [Last Working Day].

This decision was reached after careful consideration of the recent department restructuring. I understand the necessity of such changes for the organization's growth and evolution, yet I've decided to pursue opportunities that align more closely with my career goals and personal development.

I want to express my sincere gratitude for the support, opportunities, and experiences I've gained during my time here. Working with you and the team has been invaluable, and I am proud of what we have achieved together.

Please let me know how I can help during the transition period. I am committed to ensuring a seamless handover of my responsibilities.

Thank you once again for your understanding and support.

Warm regards,

[Your Full Name]

[Your Position]

[Contact Information]