

Subject: Resignation Due to Company Downsizing

Dear [Manager's Name],

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

I have truly valued my time here and appreciate the opportunities for growth and development that have been provided to me. However, with the recent news of the company's necessary downsizing, I understand the difficult decisions that have had to be made, and I want to express my empathy for everyone involved during this challenging time.

I am grateful for the support and camaraderie of our team and will do my best to ensure a smooth transition of my responsibilities. Please let me know how I can assist during my remaining time to make this process as seamless as possible.

Thank you once again for the experience and guidance during my tenure. I look forward to staying in touch and wish the company continued success.

Warm regards,

[Your Name]