

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision has not come easily, but after careful consideration, I believe it is the best step for my personal and professional growth. Recent organizational changes within the IT department have led me to conclude that my goals and the direction of the company are no longer aligned.

I want to express my sincere gratitude for the opportunities I've had during my time here. Working with such a talented team has been truly rewarding, and I have learned and grown immensely in my role.

I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities and assist with the handover process. Please let me know how best I can assist during this time.

Thank you once again for the support and guidance throughout my tenure. I look forward to staying in touch, and I hope our paths may cross again in the future.

Warm regards,

[Your Name]