

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. Due to recent developments regarding job displacement, I have made the difficult decision to step down from my role. This was not an easy choice, as I have greatly appreciated the opportunities and experiences I have gained during my time here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you for your support and understanding during this time. I look forward to staying in touch and wish [Company's Name] continued success in the future.

Sincerely,
[Your Name]