

[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 hope this message finds you well. I am writing to formally acknowledge the difficult news regarding my position with [Company's Name] due to downsizing.

I want to express my gratitude for the opportunities I have had during my time at the company, including [mention any specific experiences or projects]. I value the relationships I have built with my colleagues and appreciate the support from management.

While I am saddened by this outcome, I understand the circumstances that have led to this decision. Please let me know if there are any specific steps I need to take in the process of my departure or if you require any further information from my side.

I wish [Company's Name] all the best in the future and hope to stay in touch.

Thank you once again for everything.

Sincerely,  
[Your Name]