

Resignation Letter

[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]

Subject: Resignation Letter

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day]. Due to personal circumstances, I will be moving away from the area and, regrettably, will not be able to continue my employment.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with the team and appreciate the support and guidance you have provided.

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

Thank you once again for everything. I hope to stay in touch in the future.

Sincerely,

[Your Name]