

[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]. This decision comes as a result of my transfer to another location.

I am grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues during my time here. I have learned a great deal and will cherish these experiences as I move forward.

I am committed to making this transition as smooth as possible. Please let me know how I can assist during my remaining time.

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

Sincerely,

[Your Name]