

Resignation Letter Template

[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 [Last Working Day, typically two weeks from the date above]. This decision is due to my recent job relocation.

It has been a pleasure to work with such a talented team and I am grateful for the opportunities I've had during my time at [Company's Name]. I hope to maintain our professional relationships moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]