

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 was not easy and took a lot of consideration. I have decided to move to [New City Name], and it is a significant change for me personally and professionally.

I am incredibly grateful for the opportunities I've had during my time at [Company's Name] and for the support I've received from you and my colleagues. I have learned so much and created lasting memories.

I will do my best to ensure a smooth transition in my remaining time here, and I am happy to assist in training my replacement or wrapping up my duties.

Thank you once again for everything. I look forward to staying in touch, and I hope our paths cross again in the future.

Sincerely,

[Your Name]