

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 comes as a result of my recent change in residence.

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and the team, and I will truly miss my colleagues and the positive work environment.

I am committed to ensuring a smooth transition and will assist in any way possible during my remaining time. Please let me know how I can help during this process.

Thank you once again for the support and encouragement you have provided me. I hope to keep in touch in the future.

Sincerely,

[Your Name]