

[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 was not easy and comes as a result of my family's relocation to [New Location]. I have greatly appreciated the opportunities I've had while working with you and the team, and I am thankful for the support and encouragement I've received during my time here.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training my replacement and will make every effort to finalize my current projects.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to keep in touch, and I wish you and the company continued success in the future.

Sincerely,

[Your Name]