

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 has been prompted by my upcoming relocation to [New Location]. I have greatly enjoyed working at [Company's Name] and am grateful for the opportunities I have had to grow professionally during my time here.

I will ensure a smooth transition of my responsibilities and will do everything possible to assist in this process over the next few weeks.

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

Sincerely,

[Your Name]