

[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, as I have greatly valued my time working here and have learned so much.

However, due to a recent decision to relocate to [New Location] for personal reasons, I have decided to pursue opportunities that align with this move. I am grateful for the support and guidance I've received during my time at the company, and I will cherish my experiences here.

I am committed to ensuring a smooth transition and will do everything I can during my remaining time to hand over my responsibilities effectively. Please let me know how I can help during this period.

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

Sincerely,

[Your Name]