

[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]

Subject: Resignation Letter

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 relocation to [New Location].

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 appreciate the support and guidance you have provided.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in the process.

Thank you once again for everything. I hope to stay in touch, and I wish [Company's Name] continued success.

Sincerely,

[Your Name]