

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 was not easy, but due to my recent decision to relocate to [New City], I believe it is in my best interest to step down from my role.

I am grateful for the opportunities I have had while working at [Company's Name], and I appreciate the support and guidance I have received during my time here. I have learned a great deal and have enjoyed working with you and the team.

I will do everything possible to ensure a smooth transition and complete my remaining responsibilities before my departure.

Thank you once again for everything.

Sincerely,

[Your Name]