

Resignation Letter

[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 comes as a result of my recent job transfer requirement that necessitates my relocation.

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I appreciate the support and guidance I received and have enjoyed working with such a talented team.

Please let me know how I can assist during the transition period. I aim to make this process as smooth as possible.

Thank you once again for everything. I look forward to staying in touch.

Sincerely,
[Your Name]