

[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 need to relocate for personal reasons.

I am grateful for the opportunities I have had while working at [Company's Name] and appreciate the support and guidance I have received from you and my colleagues during my time here. I have enjoyed my role and learning experience, and I will carry these with me into the future.

I will do my best to ensure a smooth transition and will assist in training my replacement if needed. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]