

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 is due to my geographic relocation to [New Location].

It has been a pleasure working with you and the team. I am grateful for the opportunities and experiences I have gained during my time here. I will do my best to ensure a smooth transition of my responsibilities before my departure.

Thank you for your understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]