

[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 has not been easy, but due to personal circumstances, I need to move homes, which requires me to leave my current position.

I am truly grateful for the opportunities I have had to grow and learn during my time at [Company's Name]. I appreciate the support and direction you have provided me throughout my time here.

I will do everything possible 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 the opportunity to be a part of [Company's Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]