

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 comes as a result of my upcoming relocation to [New Area/City].

I would like to express my sincere gratitude for the opportunities I have had while working with you and the team. I have greatly enjoyed my time here and have learned a lot.

Please let me know how I can assist during the transition period. I hope to maintain our professional relationship and stay in touch.

Thank you for your understanding.

Sincerely,

[Your Name]