

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 today].

This decision comes as a result of our family's relocation to [New Location]. It has been a difficult decision, as I have truly enjoyed working with you and the entire team. I am grateful for the opportunities I have had during my time here and for the support you have provided.

I assure you that I will do everything possible to ensure a smooth transition. Please let me know how I can assist during this transition period.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]