

# 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 commitments.

It has been a pleasure being part of [Company's Name], and I appreciate the opportunities for personal and professional growth during my time here. I will do everything I can to ensure a smooth transition in the coming weeks.

Thank you again for all your support and understanding. I look forward to staying in touch.

Sincerely,

[Your Name]