

Resignation Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision is prompted by my recent change in residence, as I will be relocating to [New Location].

I am grateful for the opportunities and experiences I have gained while working at [Company Name]. I appreciate the support you've provided, and I will always value my time spent with the team.

During my remaining time, I am committed to ensuring a smooth transition. Please let me know how I can assist in this process.

Thank you once again for everything. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]