

# 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 comes as my partner has accepted a job opportunity in another city, and we will be relocating.

It has been a privilege to work with such a talented team and to contribute to the projects at [Company Name]. I am truly grateful for the opportunities for personal and professional growth that you have provided me during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively. Please let me know how I can assist during this period.

Thank you again for your support and understanding. I hope to stay in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]