

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 as [Your Position] at [Company's Name], effective [Last Working Day, typically two weeks from today or as per extended notice]. This decision comes as I have made the choice to relocate to [New Location] due to [reason for relocation, e.g., family commitments, personal reasons, etc.].

I appreciate the opportunities I have been given during my time at [Company's Name] and I am grateful for the support I have received from you and the team. I will do my best to ensure a smooth transition and complete any outstanding projects during my remaining time here.

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

Sincerely,

[Your Name]