

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 to [New Location].

Working at [Company's Name] has been a highly rewarding experience, and I am grateful for the opportunities I've had to grow both personally and professionally. I appreciate all the support I've received from you and my colleagues during my time here.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]