

# 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]

## **Subject: Resignation Letter**

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 I am relocating back to [Location], and I have decided to return to my previous employer.

I want to express my gratitude for the opportunities I have had at [Company's Name]. It has been a pleasure working with you and the team, and I have learned so much during my time here.

Thank you for your understanding, and I hope to stay in touch.

Sincerely,

[Your Name]