

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert 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 at [Company's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, but due to unforeseen circumstances, I must relocate to [New Location] to support my family. It has been a pleasure working at [Company's Name], and I am grateful for the opportunities and experiences I have gained 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 help during this process.

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

Sincerely,

[Your Name]