

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

This decision was not made lightly as I have truly enjoyed my time working at [Company's Name] and am grateful for the opportunities I've had to grow professionally. However, due to personal circumstances and the desire to be closer to my family, I have decided it is best for me to move back to [Location].

I assure you I will do my utmost to ensure a smooth transition and will complete all pending projects during my remaining time at the company. I hope to maintain a positive relationship moving forward and will cherish the memories and experiences I've gained here.

Thank you for your understanding and support.

Sincerely,  
[Your Name]