

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy to make, but due to personal circumstances, I will be relocating, and I believe it is best for me to pursue opportunities in a new area.

I am grateful for the experiences and support I have received during my time with [Company Name]. I appreciate the chance to work alongside such a talented team and will cherish the memories we have created.

I am committed to ensuring a smooth transition and will do everything I can during my remaining time here. Please let me know how I can assist in the handover process.

Thank you once again for everything. I hope to keep in touch, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Name]