

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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]. I have accepted a job opportunity abroad and will be relocating to [New Country].

This was not an easy decision for me to make, as I have greatly valued my time here and the support I have received from you and my colleagues. I am truly grateful for the opportunities for personal and professional growth that I have experienced during my tenure at [Company's Name].

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. I am happy to assist in training my replacement or providing any information necessary for a seamless transition.

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

Sincerely,

[Your Name]