

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]. The reason for my resignation is that I will be relocating abroad for employment opportunities.

This decision was not an easy one to make, as I have greatly enjoyed my time working with you and the team. I am grateful for the opportunities to grow and develop during my time at [Company's Name].

I will do everything possible to ensure a smooth transition and will assist in training my replacement during my remaining time here.

Thank you once again for your guidance and support. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]