

Resignation Letter

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 comes as I have made plans to relocate to [New Location] for [reasons such as family, career opportunities, etc.].

It has been a privilege to work with such a talented team, and I am grateful for the opportunities for personal and professional growth I have experienced during my time here. I will do my utmost to ensure a smooth transition and will be available to assist in handing over my responsibilities.

Thank you once again for your support and understanding. I hope to stay in touch, and I look forward to seeing how [Company Name] continues to grow.

Sincerely,
[Your Name]