

Resignation Letter

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

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 comes as a result of my recent relocation to [New Location].

I am incredibly grateful for the opportunities I've had during my time at [Company's Name]. Working with such an exceptional team has enriched my professional journey in the hospitality field. I will always cherish the experiences and skills I've gained here.

I will do my utmost to ensure a smooth transition and will be happy to assist in training my replacement or handing off my responsibilities during my remaining time.

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

Sincerely,

[Your Name]

[Your Position]

[Your Email]

[Your Phone Number]