

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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], due to my relocation to [New Location].

This decision was not easy to make, and I am truly grateful for the opportunities and experiences I have gained while working here. I appreciate the support from you and my colleagues and will cherish the memories created during my time at [Company's Name].

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process during my remaining time. Please let me know how I can help in this regard.

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

Sincerely,

[Your Name]