

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position at [Company Name], effective [Last Working Day, e.g., two weeks from today]. This decision was not easy, but due to personal circumstances, I will be relocating to [New Location].

I want to express my heartfelt gratitude for the opportunities I have had during my time at [Company Name]. It has been a pleasure working alongside such an incredible team and learning from you.

Please let me know how I can assist during the transition. I hope to stay in touch and wish you and the team continued success.

Thank you for everything.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]