

Resignation Letter Due to Relocation

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 due to my upcoming relocation to [New Location].

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I've enjoyed working with you and the team and have learned a great deal through my experiences here. I will do my best to ensure a smooth transition during my remaining time.

Thank you once again for your support and understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]