

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]. This decision comes as I will be relocating to [New Location] due to [brief explanation, e.g., personal reasons, family commitments, job transfer].

I want to express my sincere gratitude for the opportunities I've had while working with the team. I have enjoyed my time here and appreciate the support and guidance you have provided.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively during my remaining time at the company.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]