

Resignation Letter

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].

This decision comes as a result of my upcoming relocation to [New Location], which I believe will present new opportunities and challenges for my personal and professional growth.

I want to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. It has been a pleasure working with such a talented team.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this time.

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

Sincerely,

[Your Name]