

# Resignation Letter

## Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

## Manager's Name

Company's Name

Company 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].

As I have recently accepted a new opportunity that requires me to relocate, I will be moving to [New Location]. My planned relocation timeline is as follows:

- **Moving Date:** [Date]
- **Last Day in Office:** [Date]
- **Start Date of New Position:** [Date]

I want to express my gratitude for the opportunities I have had during my time at [Company's Name]. I have enjoyed working with you and the team and appreciate the support and guidance I've received.

During the transition period, I will do my best to ensure a smooth handover of my responsibilities. Please let me know how I can assist in this process.

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]