

# Resignation Letter

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, ZIP Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I will be relocating to [New City/State] due to [reason for relocation, e.g., family commitments, spouse's job].

I want to express my heartfelt gratitude for the opportunities I have had at [Company Name]. I have enjoyed working with you and the team and appreciate the support and guidance during my tenure.

I will ensure a smooth transition by completing my current projects and assisting with the handover of my responsibilities. Please let me know how I can help during this period.

Thank you once again for everything. I look forward to staying in touch, and I hope to cross paths in the future.

Sincerely,  
[Your Name]