

[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]

Subject: Resignation Notice

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective two weeks from today, [Last Working Day]. This decision has not come easily, but I have decided to relocate to [New Location] for [personal/professional reasons].

I am grateful for the opportunities I've had while working at [Company's Name] and appreciate the support of you and my colleagues. I will ensure a smooth transition of my responsibilities before my departure.

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

Sincerely,

[Your Name]