

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].

The reason for my resignation is that I will be relocating to [New Location] due to [briefly explain reason, e.g., family commitments, a new job opportunity, etc.]. This was not an easy decision, as I have thoroughly enjoyed working with you and the team.

I truly appreciate the opportunities I've had to grow and learn during my time at [Company's Name]. I will do my best to ensure a smooth transition, and I hope to stay in touch in the future.

Thank you for your understanding.

Sincerely,

[Your Name]