

Resignation Letter

[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]

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 has not come easy, but I have decided to relocate to [New Location] for personal reasons.

I am incredibly grateful for the opportunities I have had during my time at [Company's Name], and I appreciate the support and guidance you have provided me throughout my tenure.

I will ensure a smooth transition and am happy to assist in training my replacement or transferring my responsibilities before my departure.

Thank you once again for the wonderful experience. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]