

# 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]

## **Subject: Resignation Letter**

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 comes after careful consideration and is due to family relocations that require my immediate attention.

I want to express my heartfelt gratitude for the opportunities I have had during my time here. I have enjoyed working with you and my colleagues, and I appreciate the support and guidance provided to me.

Please let me know how I can assist in ensuring a smooth transition during my remaining time. I hope to maintain our professional relationship moving forward.

Thank you once again for everything.

Sincerely,

[Your Name]