

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Department/Agency Name], effective [Last Working Day, typically two weeks from the date of this letter]. This decision comes as I will be relocating to [New City/State].

It has been a privilege to work with such a dedicated team, and I am grateful for the opportunities I have had during my tenure. I appreciate the support and guidance I have received and will carry these experiences with me.

I am committed to ensuring a smooth transition during my remaining time and will do my utmost to wrap up my current responsibilities.

Thank you again for your understanding and support. I hope to stay in touch, and I look forward to possible future endeavors back in [City/State].

Sincerely,

[Your Name]