

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective immediately. Due to unforeseen circumstances, I will be relocating and will no longer be able to fulfill my duties.

I appreciate the opportunities I have had during my time here and am grateful for the support from you and my colleagues. I will do my best to ensure a smooth transition during this time.

Thank you for your understanding.

Sincerely,
[Your Name]