

[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 comes as I will be relocating to [New Location] for personal reasons.

Working at [Company's Name] has been an invaluable experience, and I am grateful for the opportunities for professional and personal development you have provided me. I appreciate the support and guidance I have received during my time here.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for your understanding. I hope to keep in touch in the future.

Sincerely,
[Your Name]