

[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 announce my resignation from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of my upcoming relocation to [New City/State].

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with the team and appreciate all the support and guidance you have provided me.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover of my duties.

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

Sincerely,

[Your Name]