

# 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 was not easy and took a lot of consideration, but I have decided to relocate abroad for personal reasons.

I am incredibly grateful for the opportunities I have had at [Company's Name] and for the support from you and my colleagues. I have enjoyed working here and have learned so much during my time.

During the transition, I am committed to ensuring a smooth handover of my responsibilities and will do everything possible to wrap up my tasks and assist in the training of my replacement, if needed.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch, and I look forward to seeing how the company continues to grow.

Sincerely,

[Your Name]