

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]. The decision has not been an easy one, but I have accepted an opportunity that requires me to relocate internationally.

I am grateful for the opportunities and experiences that I have gained while working at [Company's Name]. I appreciate your guidance and support throughout my time here.

I will ensure that all my responsibilities are up to date before my departure and I am happy to assist in the transition during this time.

Thank you for your understanding. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,
[Your Name]