

Resignation Letter

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 [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but due to personal circumstances, I will be relocating overseas.

I am grateful for the opportunities I've had during my time at [Company Name], and I appreciate the support and guidance I've received from you and my colleagues. I am committed to ensuring a smooth transition and will do my best to wrap up my duties and hand over responsibilities.

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

Sincerely,
Your Name