

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 overseas due to [brief reason if you choose to include it].

I am grateful for the opportunities and support provided to me during my time at [Company's Name]. I have enjoyed working with the team and appreciate the professional growth I have experienced. I will do my best to ensure a smooth transition in my remaining time here.

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]