

Resignation Letter for International Job Transfer

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 a result of my acceptance of an international job transfer to [New Location/Position].

I want to express my gratitude for the opportunities I have experienced during my time at [Company's Name]. I have enjoyed working with a talented team and appreciate the support and guidance you have provided throughout my tenure.

I am committed to ensuring a smooth transition and will do everything possible to complete my responsibilities before my departure. Please let me know how I can assist during this transition period.

Thank you once again for the opportunities and experiences I've gained while being part of [Company's Name]. I look forward to staying in touch and hope to cross paths again in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]