

# 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]

**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 upcoming relocation out of the country. I appreciate the opportunities for personal and professional development that you have provided during my time at the company.

I will do my utmost to ensure a smooth transition and will assist in training my replacement if needed.

Thank you for your support and understanding. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]