

[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]. This decision comes as a result of my relocation to [New Country/City].

I have enjoyed working at [Company's Name] and appreciate the opportunities I've had to grow professionally and personally during my time here. I am grateful for the support and guidance you and the team have provided me.

I am committed to ensuring a smooth transition and will do everything possible to hand off my responsibilities effectively over the coming weeks. Please let me know how I can assist during this process.

Thank you once again for the opportunity to be a part of [Company's Name]. I will cherish the memories and relationships I've built here.

Sincerely,

[Your Name]