

[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 move overseas.

It has been a pleasure to work with you and the team at [Company's Name]. I am grateful for the opportunities for professional and personal development that have been given to me during my time here.

I will ensure a smooth transition and will do everything possible to wrap up my current responsibilities before my departure. Please let me know how I can assist during this transition.

Thank you once again for the support and guidance during my tenure. I hope to keep in touch in the future.

Sincerely,

[Your Name]