

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day]. This decision comes as I will be moving to [Country Name] due to [brief reason].

I have enjoyed working at [Company Name] and am grateful for the opportunities I've had to grow professionally and personally during my time here. I appreciate the support from my colleagues and management.

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

Thank you once again for everything. I hope to stay in touch.

Sincerely,

[Your Name]