

Resignation Announcement

Date: [Insert Date]

To [Manager's Name],

I hope this message finds you well. I am writing to formally announce my resignation from my position at [Company Name], effective [Last Working Day]. This decision comes as a result of my relocation to [New Location].

It has been a pleasure working with such a talented team, and I am grateful for the opportunities for growth and development that I have experienced during my time here. I appreciate the support and camaraderie within the team and will cherish the memories we've made.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

Sincerely,

[Your Name]

[Your Contact Information]