

Resignation Letter

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes after careful consideration as I will be relocating to [New Location].

Working at [Company Name] has been a valuable experience, and I am grateful for the opportunities I have had to grow and develop my skills. I appreciate your guidance and support during my time here.

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

Thank you once again for the opportunity to be a part of [Company Name]. I hope to keep in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]