

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 after careful consideration, as I will be relocating to [New Location] for personal reasons.

Having spent [Number of Years] years at [Company's Name], I am truly grateful for the opportunities and experiences I have gained during my tenure here. It has been a pleasure to work alongside such a talented team, and I will greatly miss everyone.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively before my departure. Please let me know how I can assist during this period.

Thank you once again for all the support and guidance over the years. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]