

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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 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] due to [brief reason, e.g., personal reasons, family obligations].

I am grateful for the opportunities I have had during my time at [Company Name]. I have enjoyed working with the team and appreciate the support and guidance you provided. I am committed to ensuring a smooth transition and will do everything possible to wrap up my responsibilities during my remaining time.

Thank you once again for the opportunities for growth and development you have provided me. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,
[Your Name]