

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 has not come easy, but due to an upcoming relocation to [New Location], I will be unable to continue my work at the company.

I want to take this opportunity to express my gratitude for the support and opportunities I have received during my time at [Company's Name]. I have greatly enjoyed working with the team and appreciate the skills and experiences I have gained.

Please let me know how I can help during the transition period. I am willing to assist in training my replacement and ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch and wish the company continued success in the future.

Sincerely,

[Your Name]