

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my consulting position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as a result of my relocation to [New Location], which unfortunately makes it impractical for me to continue in my current role.

I am grateful for the opportunities I have had while working with such a talented team and the valuable experiences I have gained during my time here. I will do my utmost to ensure a smooth transition and will assist in handing over my responsibilities before my departure.

Thank you once again for your support and understanding. I hope to stay in touch, and I look forward to crossing paths in the future.

Sincerely,

[Your Name]