

Resignation Letter

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 as Sales [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above].

The decision to leave was not easy, but due to my relocation to [New Location], I have concluded that it is in my best interests to resign.

I am grateful for the opportunities I have had at [Company Name] and I appreciate the support and guidance I received during my time here. I have enjoyed working with our team and will miss my colleagues.

Please let me know how I can help during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Thank you again for the opportunity to be a part of [Company Name]. I hope to stay in touch in the future.

Sincerely,
[Your Name]