

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 easily, but due to a recent change in my job location, I must take this step.

I want to express my heartfelt gratitude for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with you and the entire team and have learned so much.

Please let me know how I can assist during the transition. I hope to stay in touch and wish the company continued success.

Thank you once again.

Sincerely,

[Your Name]