

Resignation Letter for Relocation

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]. I have accepted an opportunity that requires me to relocate.

It has been a pleasure working with you and the team, and I am grateful for the experiences and opportunities I have had during my time at [Company's Name]. I will do my best to ensure a smooth transition and complete my responsibilities before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]