

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your 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 comes as a result of my upcoming relocation to a new office address.

I want to express my gratitude for the opportunities I've had during my time here and for your support throughout my employment. I have enjoyed working with you and the team and will miss my colleagues.

Thank you for your understanding, and I hope to stay in touch moving forward.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]