

Resignation Letter

[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]. The decision to leave has not been easy, but I have decided to relocate due to [reason for relocation, e.g., a family move, personal reasons, etc.].

I want to express my gratitude for the opportunities I have received during my time at [Company's Name]. It has been a pleasure working with you and the team, and I will cherish the experiences and growth I have achieved here.

I am committed to completing my responsibilities and ensuring a smooth transition of my duties. Please let me know how I can assist during this time.

Thank you once again for everything. I hope to stay in touch and wish [Company's Name] continued success.

Sincerely,

[Your Name]