

Voluntary Resignation Letter

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Date: [Insert Date]

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 lightly, but it is necessary due to my upcoming relocation to [New Location].

I want to express my gratitude for the opportunities I've had during my time at [Company's Name]. I have enjoyed working with you and my colleagues, and I have appreciated the support and guidance provided throughout my tenure.

Please let me know how I can help during the transition period. I hope to maintain our professional relationship in the future.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]