

[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], due to a mandatory relocation.

This decision was not easy, as I have enjoyed my time working with you and the team. However, the relocation has made it necessary for me to explore new opportunities that align with my current circumstances.

I am committed to ensuring a smooth transition and will do everything in my power to hand over my responsibilities effectively. Please let me know how I can assist during this time.

Thank you for the support and guidance during my tenure. I hope to stay in touch and wish everyone at [Company's Name] continued success.

Sincerely,

[Your Name]