

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but due to family relocation, I find it necessary to move on.

I want to express my gratitude for the opportunities I have had during my time here. I have learned and grown immensely, thanks to your guidance and support.

Please let me know how I can assist during the transition. I hope to keep in touch, and I wish everyone at [Company Name] continued success.

Sincerely,

[Your Name]