

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 has been challenging to make, but due to a necessary geographic move to [New Location], I must step away from my role. I appreciate the opportunities I have been given during my time at [Company's Name], and I am grateful for the support and encouragement I have received from you and my colleagues.

I will ensure a smooth transition and am happy to assist in training my replacement or handing off my responsibilities during my remaining time here.

Thank you once again for the support and understanding. I hope to keep in touch in the future.

Sincerely,

[Your Name]