

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your 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 was not easy to make; however, I have accepted an opportunity that requires me to relocate to [New State]. I am grateful for the opportunities I have had while working here and appreciate the support from you and my colleagues.

I will ensure a smooth transition and will assist in training my replacement during my remaining time. Please let me know how I can help during this period.

Thank you once again for everything. I hope to stay in touch and wish the team continued success.

Sincerely,

[Your Name]