

Resignation Letter Due to Job Relocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[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 comes as I have accepted a job relocation that will require me to move to [New Location].

I have enjoyed my time working at [Company's Name] and I am grateful for the opportunities and support I've received. I have learned so much and will carry those experiences with me throughout my career.

During the transition, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist in this process.

Thank you once again for the guidance and mentorship during my time at the company. I hope to keep in touch in the future.

Sincerely,

[Your Name]