

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's 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 comes as a result of my spouse's job relocation, which necessitates our move to [New Location].

It has been a pleasure working with the team and I have greatly appreciated the opportunities for professional growth and development during my time here. I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the training of my replacement.

Thank you once again for the support and guidance during my tenure at [Company Name]. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]