

# 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 not come easily, but after careful consideration, I have decided to relocate closer to my family.

I am grateful for the opportunities I have had while working at [Company's Name] and for the support provided by you and my colleagues. I have learned a lot during my time here and value the experiences I've gained.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in training my replacement if needed.

Thank you again for everything. I hope to stay in touch and wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]