

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 relocation to [New City] with [brief reason if comfortable, e.g., family commitments, new job opportunity].

I want to express my gratitude for the opportunities I've had during my time at [Company Name]. I have appreciated the support and encouragement from you and my colleagues. It has been a valuable experience that I will carry with me in my future endeavors.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively before my departure.

Thank you once again for everything. I hope to stay in touch and wish you and the team all the best in the future.

Sincerely,
[Your Name]