

# 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 was not easy and comes as a result of my upcoming relocation to [New Area]. I have greatly enjoyed my time working at [Company's Name] and appreciate the opportunities I have had to grow both personally and professionally.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively.

Thank you once again for the support and encouragement during my time here. I hope to stay in touch, and I wish the company continued success in the future.

Sincerely,

[Your Name]